User's Manual

Fall 2009

Texas Version

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Forethought User's Manual

Forethought is made up of two components: Curriculum Management and the Lesson Planner. This manual will cover how to organize and enter curriculum; manage activities and resources; and how teachers use the lesson planner.

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Roles & Rights

Roles for Forethought are granted in the System Management application of SchoolObjects. Course by course permissions can be given within Forethought by assigning and managing delegates.

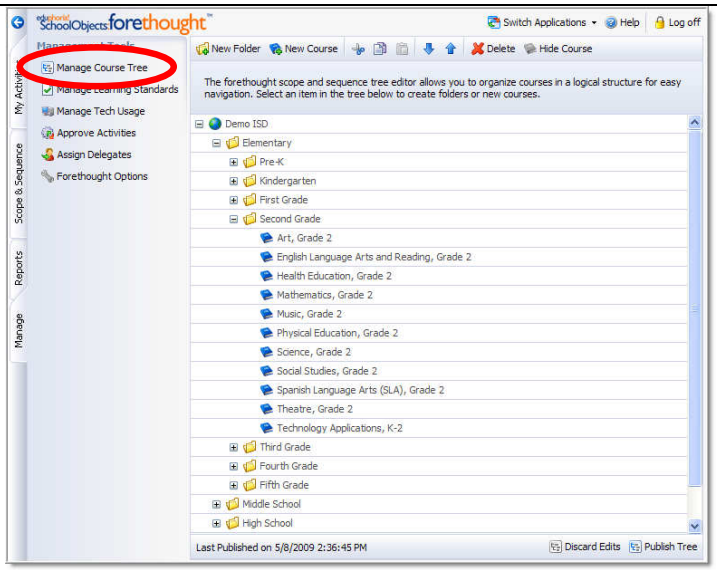
Curriculum Manager	Curriculum Managers can edit the course tree, manage the entire curriculum, approve activities, and assign and manage course delegates.
Principal	Principals can view their teachers' lesson plans, view school team planners, and generate school-wide reports on standard coverage.
Lesson Plan Viewer	Lesson Plan Viewers can view all teachers' lesson plans for the entire district.
Denied Access	This user cannot access Forethought.
Course Delegates	Delegates are assigned to edit selected courses' standards and curriculum resources. See section in Management on how to assign delegates.

Curriculum Management

Managing Course Tree

Courses are created and organized in the Manage Course Tree interface. The tree allows courses to be organized by schools, grade levels, content areas, or any other method of organization your district may desire. The Course Tree is the foundation for which all curriculum entry begins.

Manage Tab > Manage Course Tree



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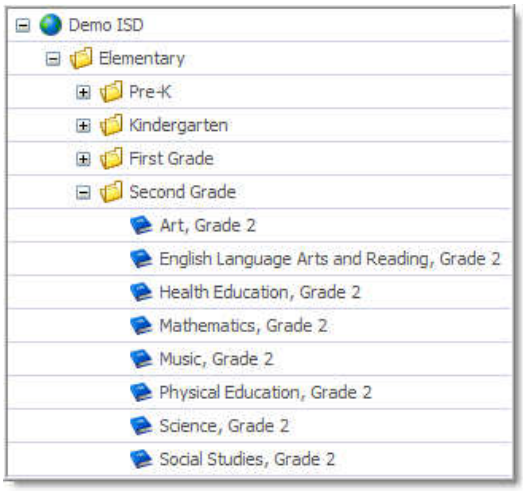
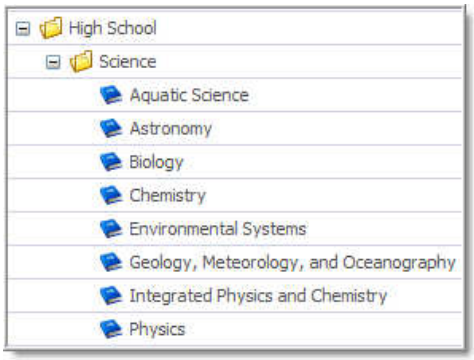
Types of Entries

	Root Entry	The global icon represents the district and cannot be deleted. The district name can be changed.
	Organization Folders	Folders can contain other folders or courses themselves.
	Courses	Courses are the lowest denominator in the course tree.

The default course tree has the top level structured into school level folders, elementary, middle, and high. The elementary level breaks the courses down into grade level folders. The middle and high levels divide the courses into their respective subject areas. These can easily be reorganized to match your district. This method of organization is simply one example.

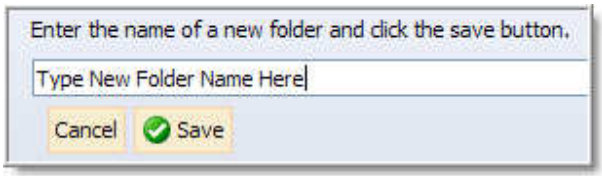




Adding New Folders

1. Select Root or existing folder
2. Click New Folder
3. Enter name of folder
4. Press Return/Enter on keyboard or click Save

Note: Pressing enter will leave the entry box open making the addition of multiple folders much easier.



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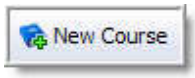
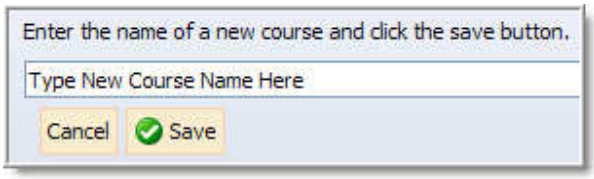
Adding New Courses

1. Select Folder to add courses
2. Click New Course
3. Enter name of course
4. Press Return/Enter on keyboard or click Save

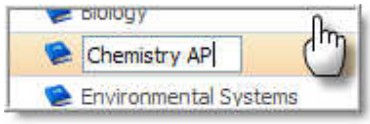
Note: Pressing enter will leave the entry box open making the addition of multiple courses much easier.





Editing the Root Entry, a Folder, or a Course Name

Double-click on the title to edit the name. Click on a different item to save. You will be prompted to "be sure" you want to make the change.

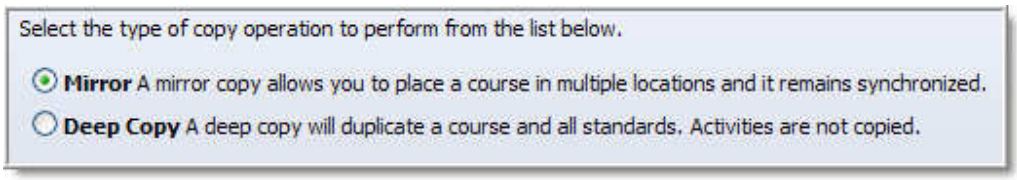


Folder and Course Options

Top Toolbar

Copying Courses

Courses may be copied to various parts of the course tree, but may not be copied directly beside the original course. While forethought offers tremendous flexibility in organizing courses, using options like mirrored courses should be used sparingly to keep long-term management simple.


Select the type of copy operation to perform from the list below.
Mirror A mirror copy allows you to place a course in multiple locations and it remains synchronized.
Deep Copy A deep copy will duplicate a course and all standards. Activities are not copied.

Mirror Copy

A mirrored course places the exact same course in multiple places in the tree. Any changes made to one course will impact any mirrors. This might be appropriate for courses like Algebra I where the curriculum will be the same at the middle and high school levels.

Deep Copy

A deep copy creates a new course and duplicates all learning standards and associated TEKS courses. This would be most appropriate for courses where a middle school course's curriculum might be different than the high school course.

1. Select a course to be copied
2. Select the type of copy operation to perform
3. Select a destination folder
4. Click the **Paste** button

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Moving Courses and Folders

To rearrange courses and folders, you can simply drag and drop it into another folder. This will prompt you to confirm your action. You can also use the blue arrows to shift courses and folders up and down in the tree.

Moving a folder will also move any other courses or folders within it. Moving a course will keep all course content (standards and activities) with it as well.

Deleting Courses

Courses should only be deleted when absolutely necessary. This most often occurs initially when experimenting with structure and design. Instead of deleting courses not taught, it may be easier to simply hide them in case they are needed later.

To delete a course simply select that course and click **Delete**. This will toggle the course to be deleted when the course is next **Publish**ed. To toggle the course to not be deleted, simply select the course and click the delete button again. This is an extra safeguard to make sure you really do want to delete that course.

Hiding Courses

The preferred method for making a course unavailable in the district scope and sequence is to hide the course. This preserves all learning standards and activities if the course would need to become active sometime in the future.

To hide a course, select the course to be hidden and click the **Hide Course** button. The course icon will become gray indicating that the course is no longer visible. A course can become visible again by selecting the course and click the **Hide Course** button again.

Publishing

As an extra safety mechanism for both the Course Tree and all individual courses, Forethought creates two copies of the Course Tree. All work is conducted on the draft copy of the tree. All changes and edits occur on this copy thus leaving the published copy unaffected. All teachers and curriculum editors use the published copy to find courses in the tree. To finalize your changes and make edits public, you will need to publish the tree. This not only finalizes your changes, but it also creates a future fall-back point for removing unwanted changes.

Discard Edits

This will remove all changes by restoring the three to the last published copy.

Publish Tree

This will write all changes to the published copy of the course tree. There is no way to undo a publish, so be very careful when publishing. The Last Published date of the tree is always displayed on the left side of the bottom toolbar.

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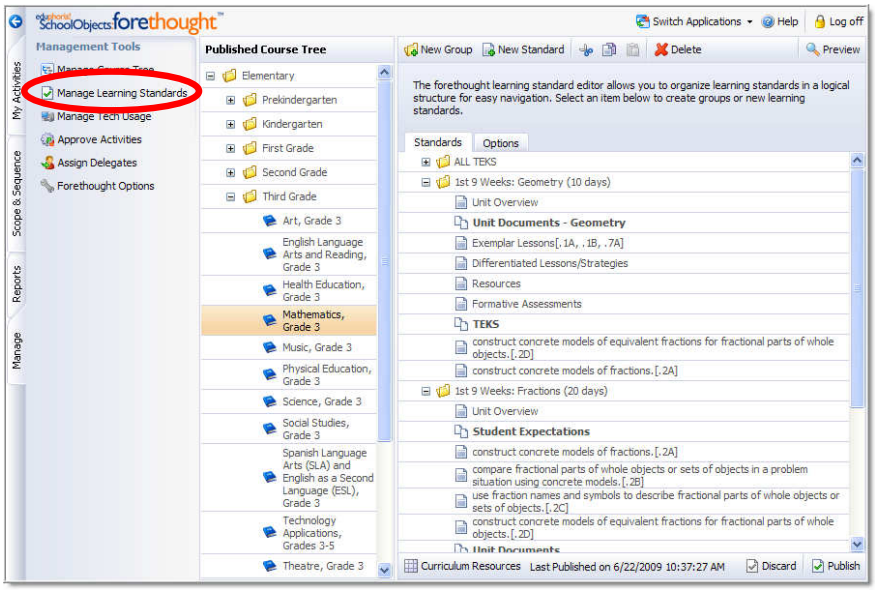
Managing Learning Standards

The Manage Learning Standards tool allows you to create, edit, and organize standards for courses that have been published.

Manage Tab >
Manage Learning Standards >
Select Course >
Standards Tab



Types of Entries

Organizational Group	Organizational Groups place learning standards into groups or folders like six week periods and instructional units.
Learning Standard	Learning Standards can be district and/or state objectives. They can also be place holders for additional resources, activities, and documents linked in the Scope and Sequence tab.
Standard Group	Standard Groups bring a second layer to the organizational group folders. Any learning standard using this icon will display an expandable and collapsible option in the teacher curriculum pane and Scope and Sequence Tab.

Organizational groups allow you to divide a course's learning standards into a meaningful structure. Groups can be a time frame, grading periods, instructional units, etc. By combining Organizational Groups, Standard Groups, and Learning Standards, almost any structure of method of curriculum organization can be accommodated within Forethought.

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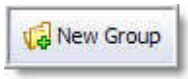
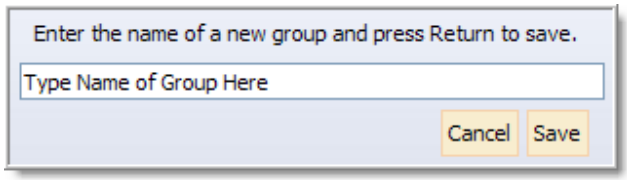
Creating New Groups

1. Select Course
2. Click New Group
3. Enter name of group
4. Click Save OR press Return/Enter on keyboard
5. Click Cancel to finish



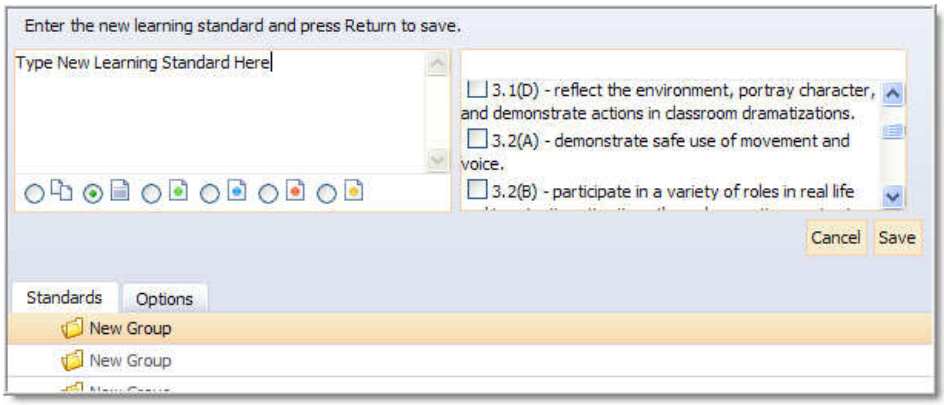


Creating Learning Standards

Learning standards are stored in groups, as they cannot stand alone. Learning standards, like courses, do not become active until you publish them. This allows you to work and update a course without impacting teachers by changing the active curriculum.

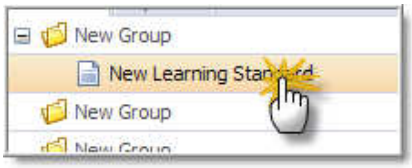
1. Select Group
2. Click New Standard
3. Enter the text of the learning standard
4. Select associated state objective(s) on the right (optional)
5. Click Save OR press Return/Enter on keyboard
6. Click Cancel to finish

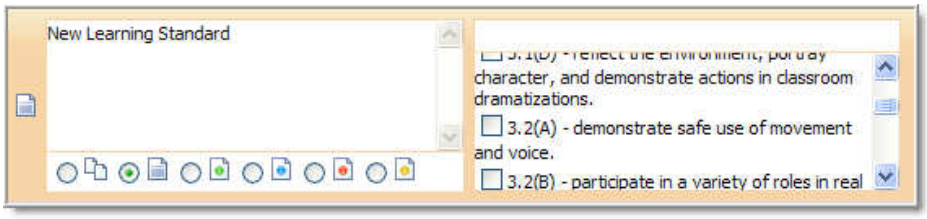
Note: If you are looking for a particular state objective, you can use the small text box above the objective list to search. Enter any number or piece of text to do a partial search through the objective list.


Enter the new learning standard and press Return to save.
Type New Learning Standard Here
3.1(D) - reflect the environment, portray character, and demonstrate actions in classroom dramatizations.
3.2(A) - demonstrate safe use of movement and voice.
3.2(B) - participate in a variety of roles in real life
Cancel
Save
Standards
Options
New Group
New Group

Editing Text of Learning Standards

1. Double-click on the learning standard
2. Edit the text
3. Click on another standard or group to save changes




New Learning Standard
character, and demonstrate actions in classroom dramatizations.
3.2(A) - demonstrate safe use of movement and voice.
3.2(B) - participate in a variety of roles in real

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Standard Group & Decorators

1. Double-click on the learning standard to change the decorator icon.
2. Click on the radio button (circle) to the left of the icon for that decorator.
3. Click on another standard or group to save.

Note: Colored standard decorators are enabled (as needed) in Forethought Options. See manual section on Management Options.

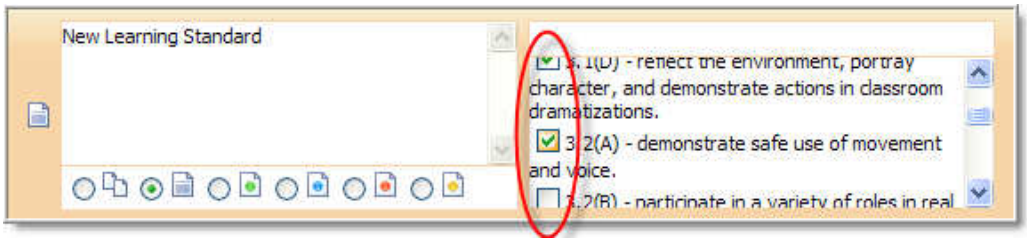
	This creates a collapsible sub-group of standards within a group to provide for additional organization. All standards underneath a Standard Group but above another Standard Group will be collapsed underneath.
	This icon represents a regular learning standard.
	Learning standard decorators enable the district to provide teachers with a visual indicator for district-defined standards meanings. These are defined in detail under Forethought Options by a Curriculum Manager.

Associating Standards to TEKS Objectives

1. Double-click on the learning standard to associate it to one or more state objective.

2. Using the associated state courses, click in the check boxes to associate a standard to state objectives. You may select more than one.

3. Click on another standard or group to save.



Note: If the correct standards do not appear, go the section on importing state standards

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Moving Groups and Standards

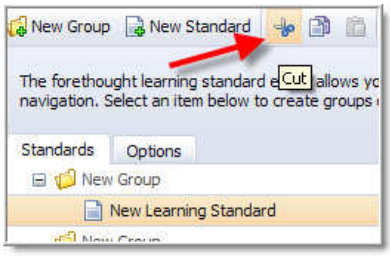
Learning standards can be moved and copied within the same course or to another course. When a learning standard is copied, a new standard is created of the same name with the same associations to state objectives. However any associated activities will not be duplicated. Moving a standard within the same course or to another course **will** move its activities as no duplication is required. When copying or moving a standard from one course to another, make sure the target course has the same associated state courses as the standard being moved or copied.

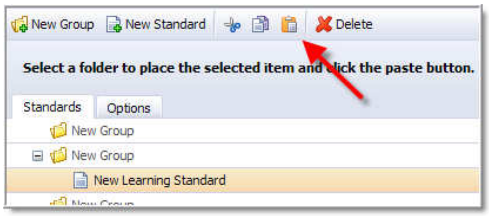
Drag & Drop Method

Groups and Standards can be moved to a different location by a drag-and-drop method. This is also an easy way to reorder standards. Standards always appear immediately below the standard they were dragged onto.

Cut & Paste Method

Use the cut and paste icon to move standards to different groups.



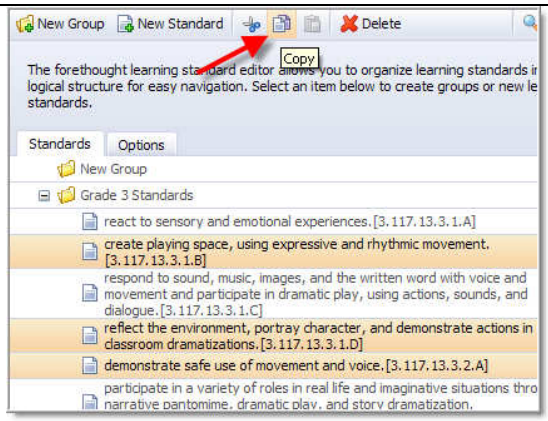


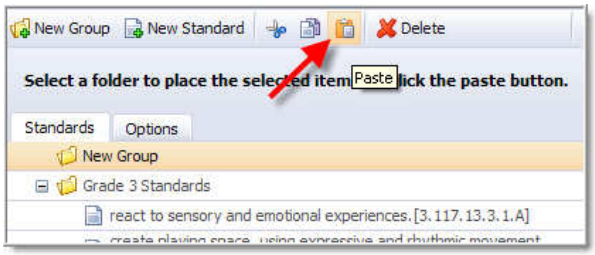
Copying Standards

1. Select standard(s)
2. Click copy
3. Select destination group or standard
4. Click paste
5. Copied standards will paste at the bottom of the group or immediately below a standard.

Note: Hold CTRL or Command(Mac) key to select multiple standards to copy.

Make sure you don't select the group title and a standard at the same time before you copy.


New Group
New Standard
Delete
Copy
Standards
Options
New Group
Grade 3 Standards
react to sensory and emotional experiences. [3.117.13.3.1.A]
create playing space, using expressive and rhythmic movement. [3.117.13.3.1.B]
respond to sound, music, images, and the written word with voice and movement and participate in dramatic play, using actions, sounds, and dialogue. [3.117.13.3.1.C]
reflect the environment, portray character, and demonstrate actions in classroom dramatizations. [3.117.13.3.1.D]
demonstrate safe use of movement and voice. [3.117.13.3.2.A]



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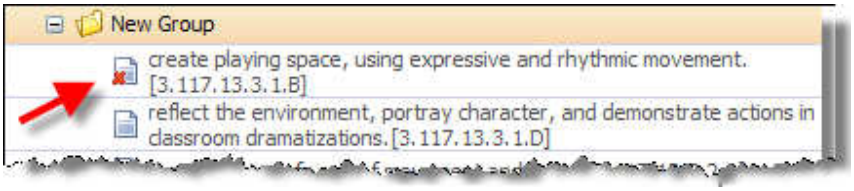
Deleting Standards and Groups

Caution should be used when deleting learning standards. If activities use the standard as their primary published activity, they will no longer be accessible for teachers to view. However the author may still edit the activity. Deleted standards are not actually removed until their course is published.

Delete

1. Select standard or group to delete
2. Click Delete
3. Standard will be marked with a red
4. Groups are simply removed, there is no red X
5. Once course is published, standard will be removed.


New Group
create playing space, using expressive and rhythmic movement. [3.117.13.3.1.B]
reflect the environment, portray character, and demonstrate actions in classroom dramatizations. [3.117.13.3.1.D]

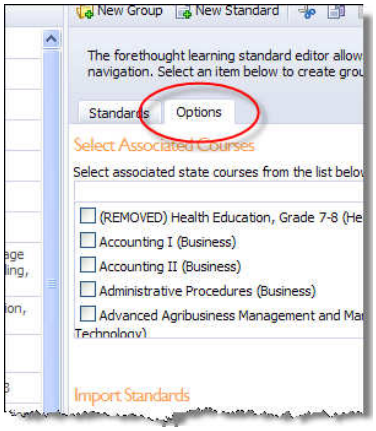
Restore a Deleted Standard

1. Select standard to restore
2. Click Delete
3. Red will be removed
4. Groups cannot be restored in this way

Note: *Hold CTRL key to select multiple standards to delete. You must delete all standards within a group folder it before it can be deleted.*

Learning Standard Options

Manage Tab >
Manage Learning Standards >
Select Course >
Options Tab



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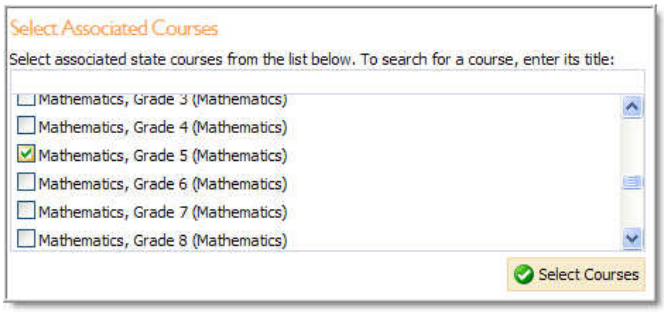
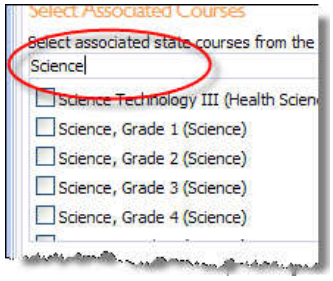
Selecting Associated Courses

1. To associate state standards to a course, check the box or boxes of the course(s) that apply. Multiple courses can be checked during this step.

2. A Search Box is available for quicker access to courses.


Select Associated Courses
Select associated state courses from the list below. To search for a course, enter its title:
Mathematics, Grade 3 (Mathematics)
Mathematics, Grade 4 (Mathematics)
Mathematics, Grade 5 (Mathematics)
Mathematics, Grade 6 (Mathematics)
Mathematics, Grade 7 (Mathematics)
Mathematics, Grade 8 (Mathematics)
Select Courses



3. Click the box "Select Courses" to save selected courses.

Note: To prevent duplicating existing standards, be sure to deselect any existing courses before importing anything else. Remember to re-associate them after importing.

Importing Standards

Click **Import Standards from Courses**. All selected associated courses will be imported. Remember, this could easily re-import existing standards if you are not careful. See above.

Imported standards will appear in appropriately named groups at the bottom of the existing folder structure.

Note: Importing standards will also publish the course.

Import Standards
Use the button below to import state standards from the selected courses in to this learning course.
Import Standards from Courses

State Standard Display

Identifiers for associated state standards are listed at the end of a learning standard. To include the grade level in the standard display, check this box.

State Standard Display
Associated state standards are listed at the end of a learning standard. If you wish to include the grade level in the standard display, check the option below.
Include grade level in state standard display.

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Adding Standard Clarifications

Standard clarifications allow districts to attach supporting material for the Learning Standard. They are not used directly in lesson plans but rather provide additional information to help clarify objectives. There can be one standard clarification for each learning standard, and it appears at the top of the resources list in the lesson planner.

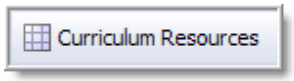
Standard Clarifications are used to provide explanations of standards for teachers. Click the button to add a Standard Clarification to **ALL** learning standards in this course.

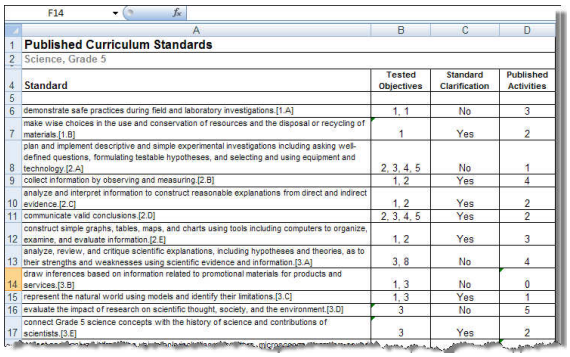
Use this cautiously as created Standard Clarification documents will have to be deleted one by one. See the next section on Standard Clarifications and Activities for more information.

Add Clarifications
Standard Clarifications are used to provide resources for teachers. Use the button below to add a Standard Clarification to all state standard associated learning standards in this course.
Add Standard Clarifications

Curriculum Resources

This button will export a spreadsheet view of curriculum resources for this course. A column for tested objectives, number of standard clarifications, and number of published activities will be listed for each learning standard.



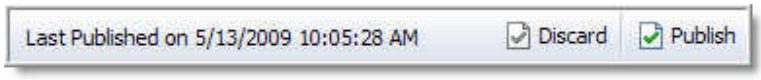


	A	B	C	D
1	**Published Curriculum Standards**			
2	Science, Grade 5			
4	**Standard**	**Tested Objectives**	**Standard Clarification**	**Published Activities**
6	demonstrate safe practices during field and laboratory investigations.[1.A]	1, 1	No	3
7	make wise choices in the use and conservation of resources and the disposal or recycling of materials.[1.B]	1	Yes	2
8	plan and implement descriptive and simple experimental investigations including asking well-defined questions, formulating testable hypotheses, and selecting and using equipment and technology.[2.A]	2, 3, 4, 5	No	1
9	collect information by observing and measuring.[2.B]	1, 2	Yes	4
10	analyze and interpret information to construct reasonable explanations from direct and indirect evidence.[2.C]	1, 2	Yes	2
11	communicate valid conclusions.[2.D]	2, 3, 4, 5	Yes	2
12	construct simple graphs, tables, maps, and charts using tools including computers to organize, examine, and evaluate information.[2.E]	1, 2	Yes	3
13	analyze, review, and critique scientific explanations, including hypotheses and theories, as to their strengths and weaknesses using scientific evidence and information.[3.A]	3, 8	No	4
14	draw inferences based on information related to promotional materials for products and services.[3.B]	1, 3	No	0
15	represent the natural world using models and identify their limitations.[3.C]	1, 3	Yes	1
16	evaluate the impact of research on scientific thought, society, and the environment.[3.D]	3	No	5
17	connect Grade 5 science concepts with the history of science and contributions of scientists.[3.E]	3	Yes	2

Publishing a Single Course

Publishing a course works very much like publishing the course tree. Two copies of a course structure exist, and all changes are made to the draft copy. When you publish the course, it then moves those changes to the published public copy. Now teachers and curriculum staff can see that structure and attach resources to it.

As the course tree, the **Publish** and **Discard** options are in the bottom right. The last published is also displayed in the bottom left.



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Standard Clarifications & Activities

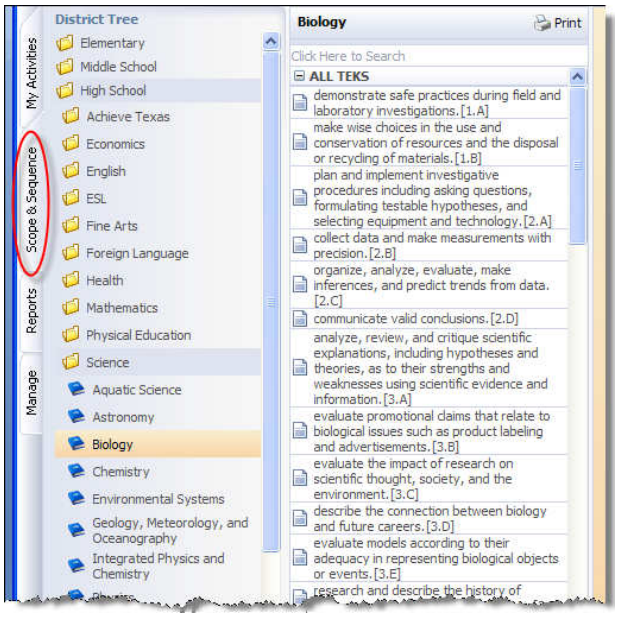
Standard Clarifications and Activities are resource documents connected to Learning Standards. These provide additional information and resources for teachers as they are creating lesson plans. Standard clarifications are used to provide explanations of standards for teachers or provide examples of ways to teach the standard. Activity documents are generic documents designed to contain anything. While initially conceived to contain sample lessons, they are flexible enough to present any kind of information.

All elements of an activity can be customized. Activities can have a unique title, contain multiple learning standards, include text and web links in the body, and link to multiple file attachments. Activities are displayed according to the first learning standard that they are associated to. This keeps the scope and sequence well organized. In addition, activities can be created by teachers for publishing in the district activity bank to share with other teachers. Once activities are ready to be shared, teachers can publish activities for review. Curriculum Managers can then review, edit and publish activities to the district scope and sequence.

For curriculum staff, both Standard Clarifications and Activities are created in the Scope and Sequence tab.

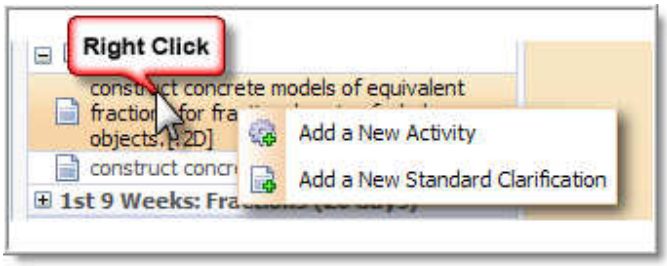
Creating and Adding Standard Clarifications & Activities

Scope and Sequence Tab >
Select Course


My Activities
Scope & Sequence
Reports
Manage
District Tree
Elementary
Middle School
High School
Achieve Texas
Economics
English
ESL
Fine Arts
Foreign Language
Health
Mathematics
Physical Education
Science
Aquatic Science
Astronomy
Biology
Chemistry
Environmental Systems
Geology, Meteorology, and Oceanography
Integrated Physics and Chemistry
Biology
Print
Click Here to Search
ALL TEKS
demonstrate safe practices during field and laboratory investigations. [1.A]
make wise choices in the use and conservation of resources and the disposal or recycling of materials. [1.B]
plan and implement investigative procedures including asking questions, formulating testable hypotheses, and selecting equipment and technology. [2.A]
collect data and make measurements with precision. [2.B]
organize, analyze, evaluate, make inferences, and predict trends from data. [2.C]
communicate valid conclusions. [2.D]
analyze, review, and critique scientific explanations, including hypotheses and theories, as to their strengths and weaknesses using scientific evidence and information. [3.A]
evaluate promotional claims that relate to biological issues such as product labeling and advertisements. [3.B]
evaluate the impact of research on scientific thought, society, and the environment. [3.C]
describe the connection between biology and future careers. [3.D]
evaluate models according to their adequacy in representing biological objects or events. [3.E]

Add Standard Clarification

1. Select standard in course
2. RIGHT-CLICK on standard
3. Choose Add a New Standard Clarification



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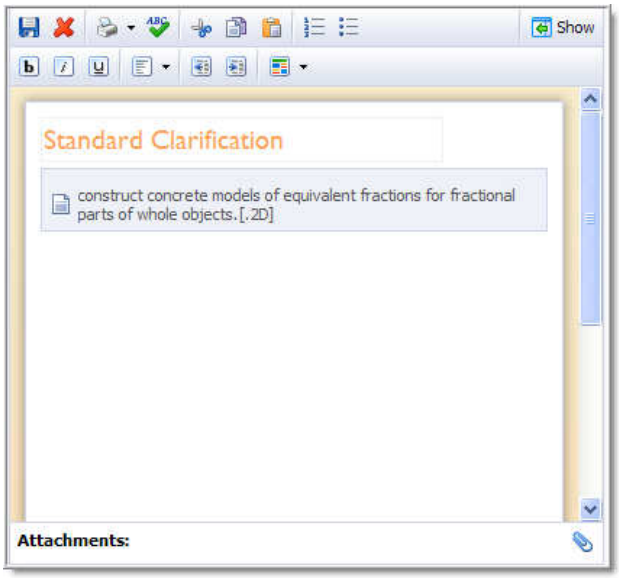
On the Standard Clarification document, type text in the blank area. Text can also be copied from documents and pasted in this interface. Note all of the word processing tools in the primary toolbar.


Show
Standard Clarification
construct concrete models of equivalent fractions for fractional parts of whole objects.[.2D]
Attachments:

Add attachments by clicking the paperclip icon

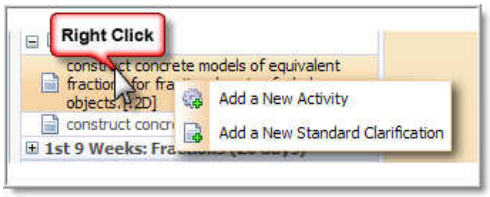
Don't forget to Save!

Use these icons to close and open the curriculum pane on the right side of the screen.

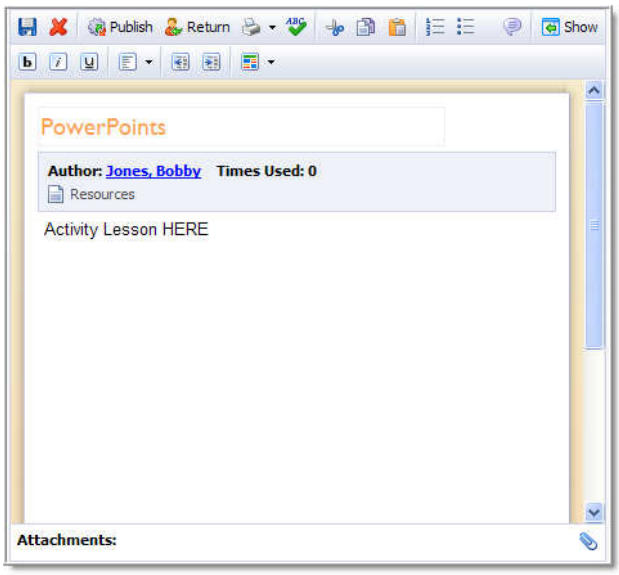
Note: Graphics and images need to be attached rather than copied and pasted into the editing page.

Add Activity

1. Select standard in course
2. RIGHT-CLICK on standard
3. Choose Add a New Activity



Give the Activity a Title. Type text in the blank area. Text can also be copied from documents and pasted in this interface. Note all of the word processing tools in the primary toolbar.



Add attachments by clicking the paperclip icon

Don't forget to Save!

Note: Graphics and images need to be attached rather than copied and pasted into the editing page.

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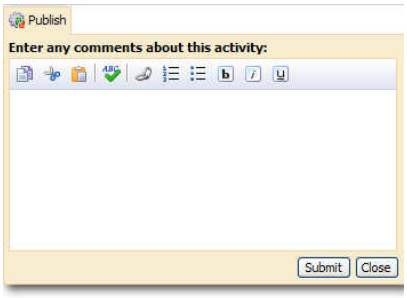
Publish Activity

1. To add this activity for teachers to use, you must publish it.
2. Click Publish
3. Click Submit



Delete Activity

Deleting the activity will permanently delete it from Forethought.

Note: Teachers will not be able to access their activities that have been deleted.

Edit order of Activities

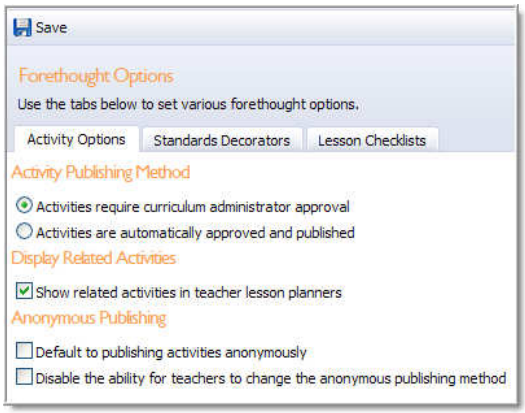
Use the arrows to change the order in the list

Activity Management

Manage Tab >
Forethought Options >
Activity Options

Select the option for Activities to require curriculum administrator approval or for automatic approval and publishing.

Activities can be published with the author's name or anonymously.


Save
Forethought Options
Use the tabs below to set various forethought options.
Activity Options
Standards Decorators
Lesson Checklists
Activity Publishing Method
Activities require curriculum administrator approval
Activities are automatically approved and published
Display Related Activities
Show related activities in teacher lesson planners
Anonymous Publishing
Default to publishing activities anonymously
Disable the ability for teachers to change the anonymous publishing method

Reviewing Activities Submitted by Teachers

Teachers can create activities from their lesson plans. The activities are then submitted for review. (Creating and editing activities is covered in the *Forethought teacher guide*.) Teachers can choose to have activities published anonymously or have their name and email address available for other teachers to contact them with questions, comments or kudos. Curriculum Administrators view the pending activities and can publish or return to the author. Each time an activity is used in lesson plans, the **Times Used** number increases.

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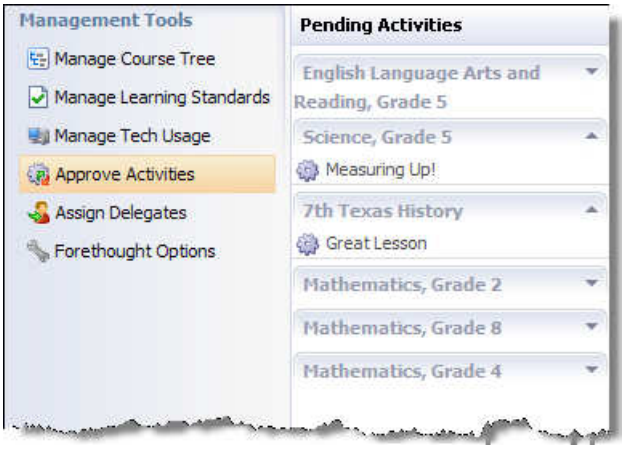
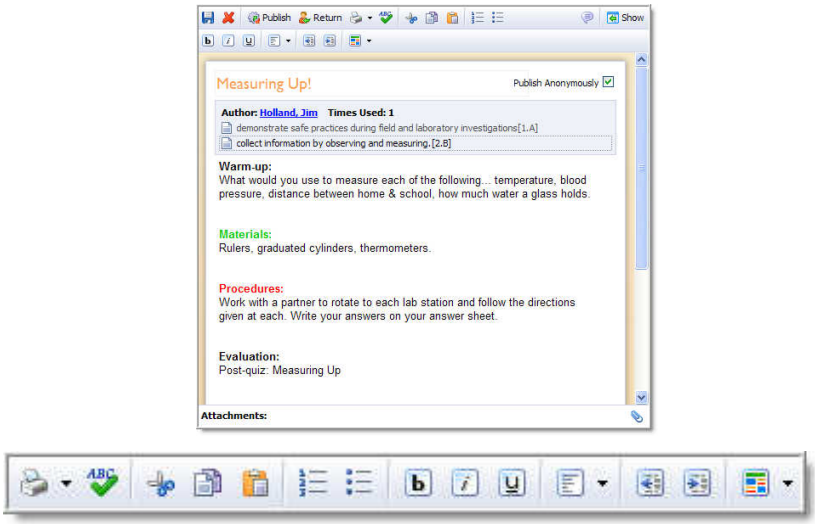
Manage Tab >
Approve Activities >
Pending Activities

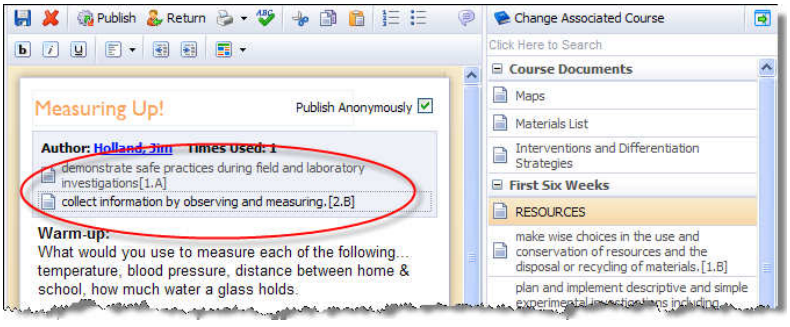


The pending activities are sorted by course. Click the "carrot" to expand the course to see the titles of the submitted activities. Select an activity to see its details.

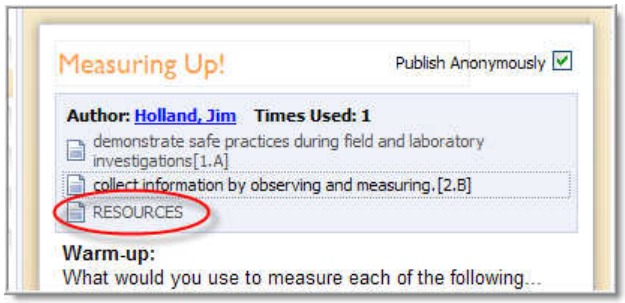
Curriculum administrators can edit the activity as needed using the word processing buttons.


Publish
Return
Show
Measuring Up!
Publish Anonymously
Author: Holland, Jim Times Used: 1
demonstrate safe practices during field and laboratory investigations[1.A]
collect information by observing and measuring.[2.B]
Warm-up:
What would you use to measure each of the following... temperature, blood pressure, distance between home & school, how much water a glass holds.
Materials:
Rulers, graduated cylinders, thermometers.
Procedures:
Work with a partner to rotate to each lab station and follow the directions given at each. Write your answers on your answer sheet.
Evaluation:
Post-quiz: Measuring Up
Attachments:

More than one standard can be connected to the activity. The activity is connected/linked only to the primary standard (or first in the list) for organization purposes.


Publish
Return
Change Associated Course
Click Here to Search
Course Documents
Maps
Materials List
Interventions and Differentiation Strategies
First Six Weeks
RESOURCES
make wise choices in the use and conservation of resources and the disposal or recycling of materials.[1.B]
plan and implement descriptive and simple
Measuring Up!
Publish Anonymously
Author: Holland, Jim Times Used: 1
demonstrate safe practices during field and laboratory investigations[1.A]
collect information by observing and measuring.[2.B]
Warm-up:
What would you use to measure each of the following... temperature, blood pressure, distance between home & school, how much water a glass holds.

To add additional standards to an activity, expand the curriculum pane. Double-click on standards to add to activity.


Measuring Up!
Publish Anonymously
Author: Holland, Jim Times Used: 1
demonstrate safe practices during field and laboratory investigations[1.A]
collect information by observing and measuring.[2.B]
RESOURCES
Warm-up:
What would you use to measure each of the following...

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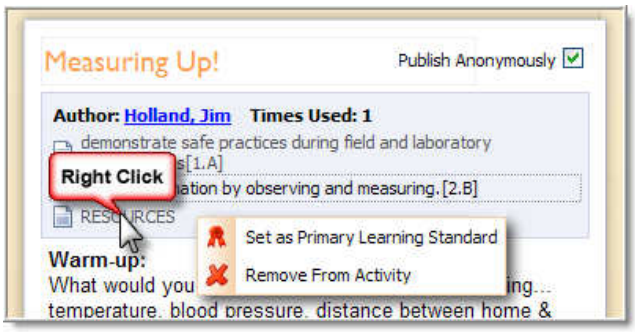
Right-click on a standard to:

1) Set as Primary Learning Standard. Remember the Primary Learning Standard is the standard to which the activity is linked.

   OR

2) Remove standard from activity

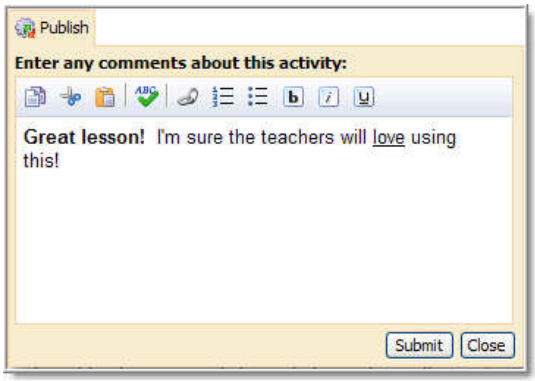


Don't forget to Save any changes made.

Click Publish to make the activity available to all teachers

Click Return to send the activity back to the author. The author can now make adjustments and re-publish.

A comment box appears after publishing or returning an activity to the author. These comments will be included in an email to the author.



A message board is available for the author and users of the activity. Comments, suggestions, and ideas about the activities are good examples of how the discussion board can enhance the value of the curriculum for teachers.

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Forethought Teacher Lesson Planner

Planning for your Schedule

Forethought is a customizable lesson planner where district curriculum is housed and easily accessed by all teachers. The Forethought Lesson Planner allows you to setup as many course schedules as you need. Each schedule contains course entries and special entries, such as notes, planning period information, or sub notes.

As a general rule, the fewer schedules and entries you maintain, the simpler the product is to use. **KEEP IT SIMPLE**!

Types of Entries

You may add up to 12 entries in your schedule.

Course with Learning Standards	This is the typical schedule entry (prep) that allows you to access curriculum; enter and track learning standards (i.e. TEKS); and find and add activities.
Course that Mirrors another Course	Use this only when repeating preps or courses, allowing for modifications. Mirrored courses allow you to show the same content more than once in your schedule. If something in a class needs to change for a day, you can edit that day's mirrored course and it will no longer mirror **for that day**. It may, however, be simpler to enter the course once and have special entries to indicate notes for other classes.
Special Entry	A special entry can be any non-academic entry (it does not connect to any curriculum or standards) or can be notes about another class. Examples might include "Lunch", "Planning Period" or even a general "Notes" section.

Special Items to Consider

It is important to remember that you can change your schedule at any time without impacting lessons already in your planner. Schedules in forethought are not set in stone and should be altered to meet your preferences as you progress through the year.

- **Do you teach the same subjects several times a day?**
  - If you teach several of the same subjects each day and the classes use the same curriculum (TEKS), it might be beneficial to mirror the courses. If a class moves ahead or behind, a mirrored course can be changed for a day to reflect new material.
  - Another strategy might include adding one lesson entry for the course subject and make special entries for the repeating courses, with just small modifications included. That would make your plans smaller on the screen and when you print.

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- **Is it important that your lesson planner reflect each type of day that you may have?**
  - If you have an occasional special day, such as an assembly or campus day, it may be best to just have a single schedule type. Unless it dramatically impacts the order of your plans, keeping the number of schedule types to a minimum will make planning easier over the year.

- **Do you have an A/B or other type of block schedule?**
  - If you have different structures for your teaching schedule, creating multiple schedules that reflect those days will likely be your best option. However, some teachers find it easier to simply create one schedule and leave an entry blank on the day that is not taught.

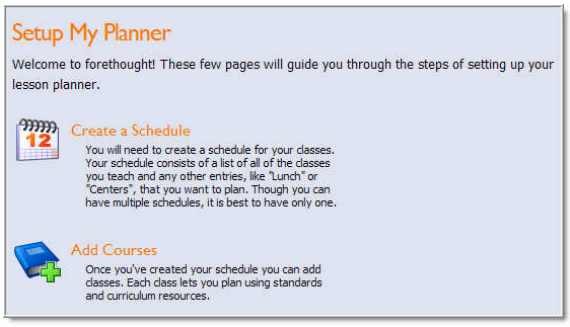
- **Do you work with a collaborative group of teachers?**
  - You can setup numerous teams to meet your group's planning needs. You could make a grade level team, where all courses taught are in the team and each teacher focuses on a different subject. You could also setup a team for a particular course, either in your building or across the district.
  - It is even possible for a team planner to act as the only planner used by a group of teachers. Or team planners allow copying content from the team to a personal planner.

- **Do you teach one semester courses?**
  - Your schedule should reflect your current teaching assignment. If you need to alter your schedule at a semester, it will not impact the first semester's lessons.
  - In fact, learning standards (TEKS) are tracked based on an instructional year, so it is advisable to remove and add one semester courses at the start of a new semester. For example, if you teach Economics during the first semester, you should remove it at the start of the second semester and add it again to correctly track the learning standards taught.

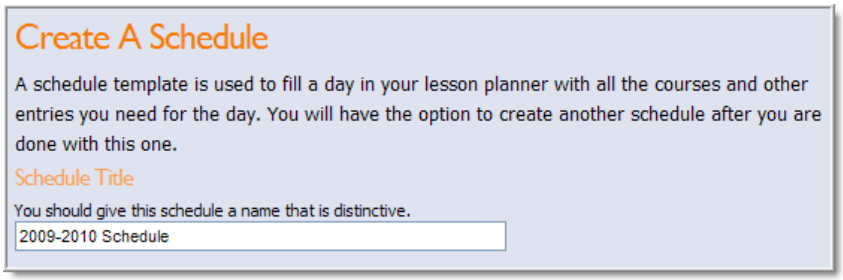
Setup My Planner Wizard

Setup My Planner

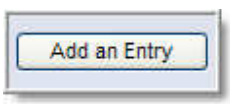
Follow the steps in the wizard to create your lesson planner by creating a schedule with courses. The directions on the screen will help you through the process of creating a customized planner.


Setup My Planner
Welcome to forethought! These few pages will guide you through the steps of setting up your lesson planner.
Create a Schedule
You will need to create a schedule for your classes. Your schedule consists of a list of all of the classes you teach and any other entries, like "Lunch" or "Centers", that you want to plan. Though you can have multiple schedules, it is best to have only one.
Add Courses
Once you've created your schedule you can add classes. Each class lets you plan using standards and curriculum resources.

Enter the name of your schedule.


Create A Schedule
A schedule template is used to fill a day in your lesson planner with all the courses and other entries you need for the day. You will have the option to create another schedule after you are done with this one.
Schedule Title
You should give this schedule a name that is distinctive.
2009-2010 Schedule

Select “Add an Entry.”



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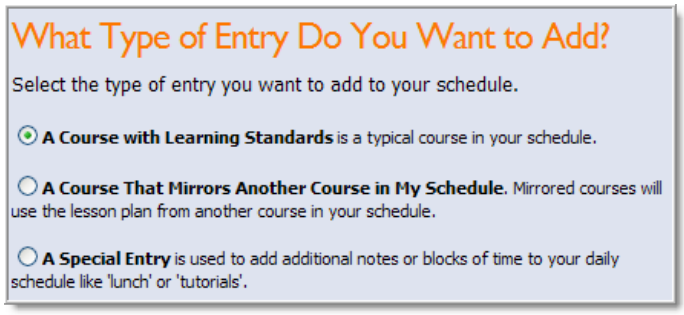
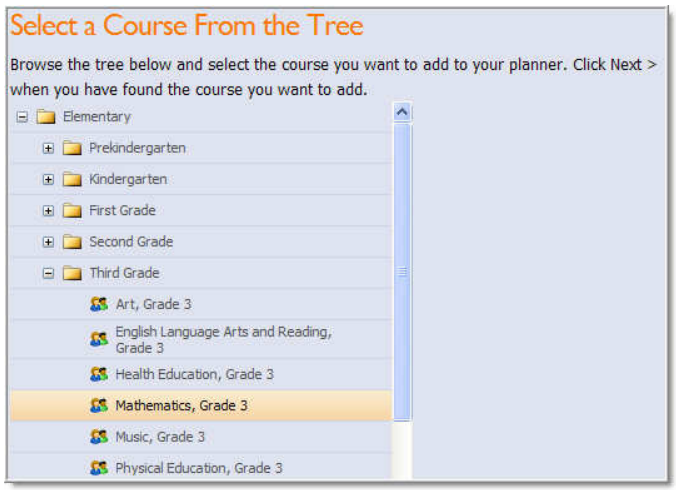
Choose the type of entry you want to add.


What Type of Entry Do You Want to Add?
Select the type of entry you want to add to your schedule.
A Course with Learning Standards is a typical course in your schedule.
A Course That Mirrors Another Course in My Schedule. Mirrored courses will use the lesson plan from another course in your schedule.
A Special Entry is used to add additional notes or blocks of time to your daily schedule like 'lunch' or 'tutorials'.

Course with Learning Standards

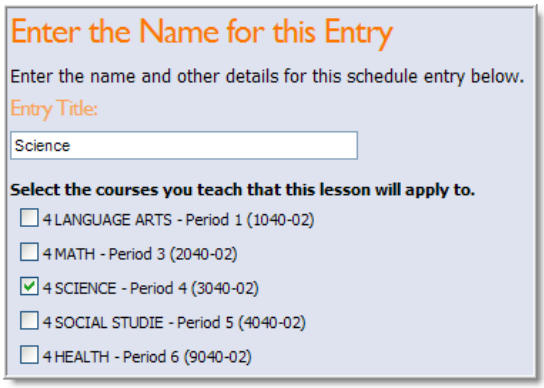
Adding a Course with Learning Standards will allow you to select a course from the District Course Tree. Expand the school and grade level or subject area until the appropriate course is shown. Select the course and click "Next."


Select a Course From the Tree
Browse the tree below and select the course you want to add to your planner. Click Next > when you have found the course you want to add.
Elementary
Prekindergarten
Kindergarten
First Grade
Second Grade
Third Grade
Art, Grade 3
English Language Arts and Reading, Grade 3
Health Education, Grade 3
Mathematics, Grade 3
Music, Grade 3
Physical Education, Grade 3

Edit the name of the entry.

This is a great place to add times, period numbers, etc. to help organize the entries.

For Aware customers only: select the course from your Master Schedule to connect test data of students to your entries in Forethought. You can select multiple classes to connect to an entry. For example, if you teach three preps of math, check all the math classes that use that course's curriculum.


Enter the Name for this Entry
Enter the name and other details for this schedule entry below.
Entry Title:
Science
Select the courses you teach that this lesson will apply to.
4 LANGUAGE ARTS - Period 1 (1040-02)
4 MATH - Period 3 (2040-02)
4 SCIENCE - Period 4 (3040-02)
4 SOCIAL STUDIE - Period 5 (4040-02)
4 HEALTH - Period 6 (9040-02)

A Course that Mirrors another Course

After creating a course with learning standards, then choose the course title to mirror.

Select a Course From Your Schedule to Mirror
Browse your schedules below and select the entry you want to mirror.
My Schedule 2009-2010
Mathematics, Grade 5.

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A Special Entry

Give a title and choose whether you want to be able to type in the entry or not.

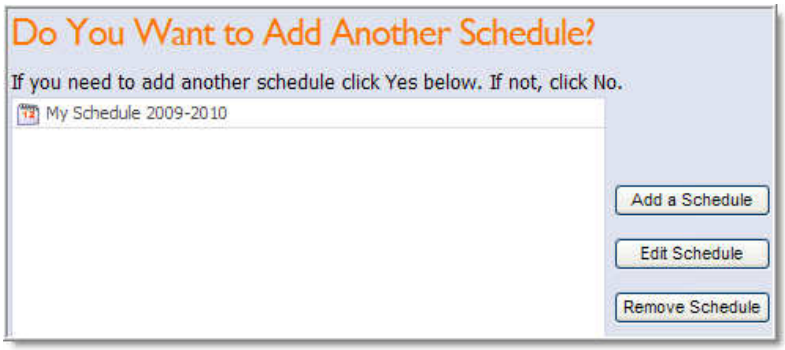
Enter the Name for this Entry
Enter the name and other details for this schedule entry below.
Entry Title:
Tutorials
Do you want to be able to make comments in this special entry?
Yes
No

Select an entry to edit the name, change the order, or remove it from the schedule.

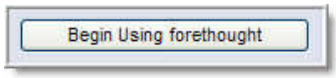
Repeat as needed for the number of entries in your schedule.

Note: Removing an entry from your schedule does not erase or modify information already in your lesson planner. For example, deleting English I at the end of a semester ***will not*** *remove your lesson plans for that semester.*

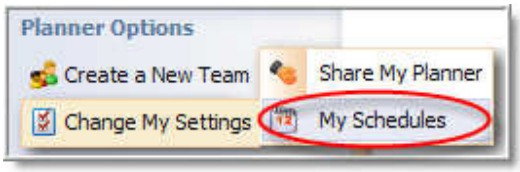
Do not add another schedule unless if you have block or A/B scheduling. Creating more than one schedule will make you choose which schedule to use for each day in your planner.


Do You Want to Add Another Schedule?
If you need to add another schedule click Yes below. If not, click No.
My Schedule 2009-2010
Add a Schedule
Edit Schedule
Remove Schedule

Complete the wizard by clicking “Begin Using Forethought”



To edit your schedule and entries, select “Change My Settings” and “My Schedules.”



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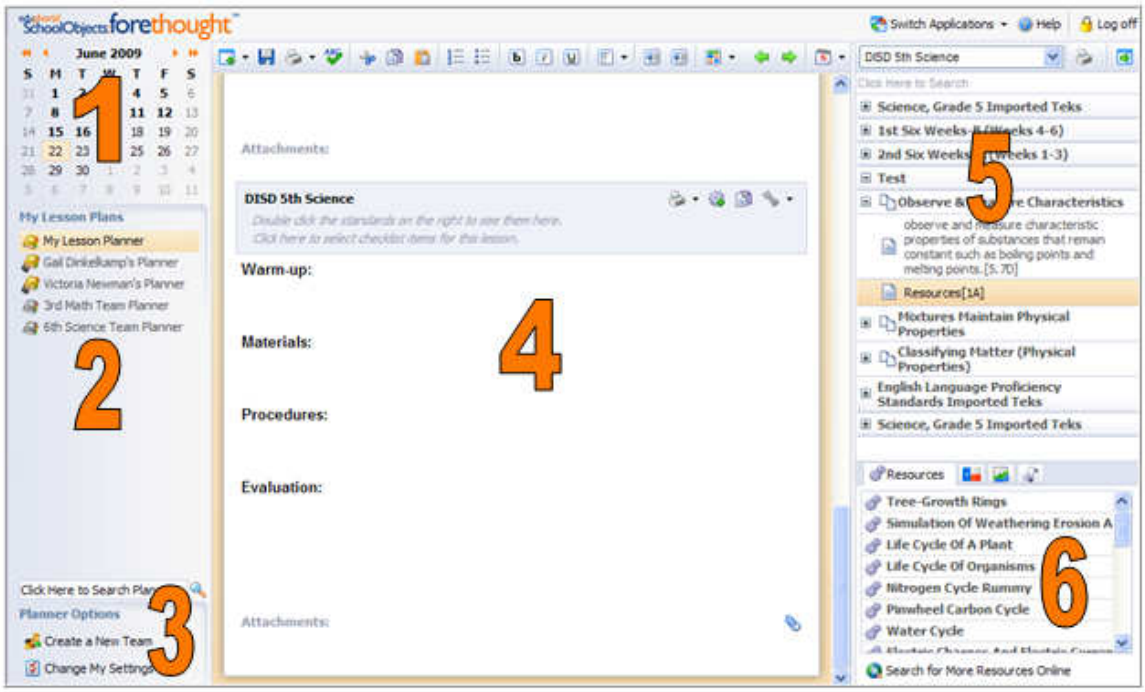
Lesson Planner Components



1. Calendar: This will show you the current month and allow you to easily change between months using the < > buttons. Days with lesson plans will appear as bold. This allows you to easily keep track of which days you have and have not planned. Clicking on any day will let you plan for that day. It is also possible to see what lesson you used a year ago. Lesson plans are not deleted from year to year.
2. Planners List: This will be a list of all available planners. It will always start with your own personal planner (My Lesson Planner) followed by any team or shared planners you may be able to view.
3. Planner Settings and Search Lesson Plans: Here you can search for lesson plans by keyword or by phrase. Planner Options allow you to "Create a New Team." In addition, "Change My Settings" will allow you to edit your schedule and "Share your Planner" with other staff members.
4. Lesson Plan Content Area: Clicking an entry in the lesson plan area makes that entry active. You can then begin planning for that particular course by using the toolbar options to customize your lesson content and by adding in learning standards from the Curriculum Pane on the right.
5. Curriculum Pane - Learning Standards List: Selecting a course in the lesson planning area updates the learning standards to reflect the selected course.
6. Curriculum Pane - Details and Resources: Selecting a learning standard displays 1) any linked resources; 2) associated TEKS/TAKS and Knowledge & Skill Statements; 3) a graph of tested standard (Aware customers only); and 4) the history of when that standard was previously used in a lesson plan.

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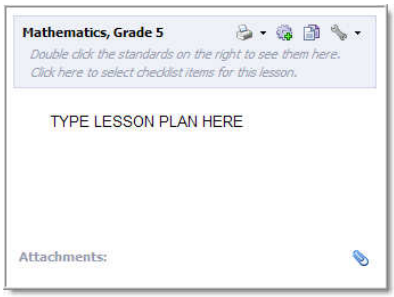
Entering Lesson Plans

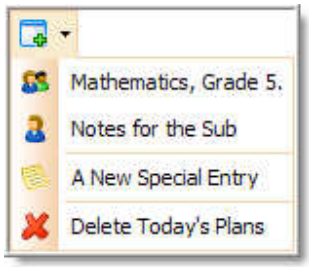
Click on an entry in the lesson plan area to make it active. Then simply type in the white space.


Mathematics, Grade 5
Double click the standards on the right to see them here.
Click here to select checklist items for this lesson.
TYPE LESSON PLAN HERE
Attachments:

Primary Tool Bar

The Primary Tool Bar located at the top of the page includes various functions and word processing buttons. The following section helps clarify a selection of buttons from this tool bar. Remember, hovering over a button opens a help tip.

Change Today's Schedule



Use this feature to edit your schedule only for the day selected.

- Re-add course entries
- Notes for the Substitute Teacher
- A New Special Entry
- Delete Today's Plans – use this to remove content and a schedule for all entries on a calendar day.

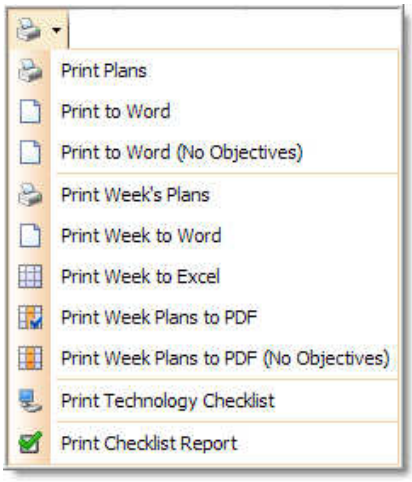
Save Plans

Saving lesson plans frequently is important! They are not automatically saved in the day view. The software will prompt you to save before moving to another day.

Print Options

There are numerous lesson plan printing options including exporting to Word and Excel.

Printing the Technology Checklist and Checklist Report are also available here.



Green Arrows Move forward or backward one day.

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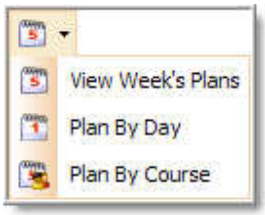
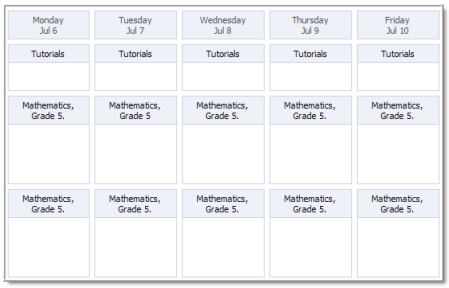
View Planner Options



View Week's Plans

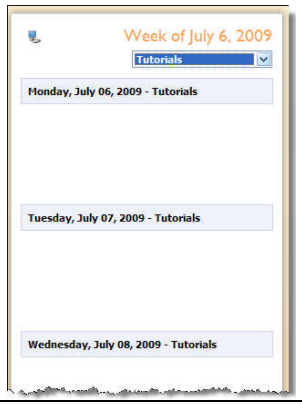
This view displays five days of lesson plans on one screen. You have the ability to enter lesson plans on this view, but you cannot add standards to a lesson. More options available in week view appear later in this document.

Note: Double-click on a day to return to Day View.



Plan by Course

This displays a week view of only one course at a time. Use the drop-down option to toggle between your courses.


Week of July 6, 2009
Tutorials
Monday, July 06, 2009 - Tutorials
Tuesday, July 07, 2009 - Tutorials
Wednesday, July 08, 2009 - Tutorials

Make a Reservation — *For Facilities and Events Customers only: Click here to make a reservation of a room or inventory directly from your lesson plans.*

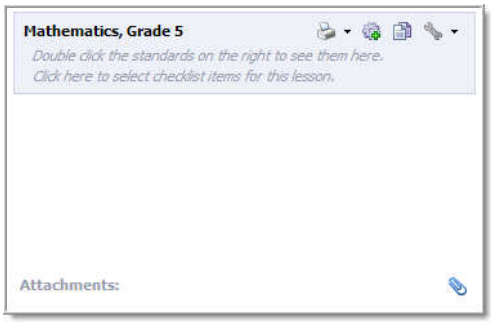
Technology Used Today Checklist — If enabled by your district, use this checklist to record usage of technology items and software for the day.

Entry Options

Type lesson plans within the white space of the entry.

URL's will also become hyperlinked in this space.

Don't forget to Save!


Mathematics, Grade 5
Double click the standards on the right to see them here.
Click here to select checklist items for this lesson.
Attachments:

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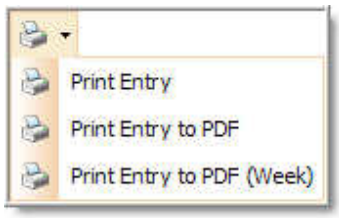
Print Options

These print options are for the entry only.

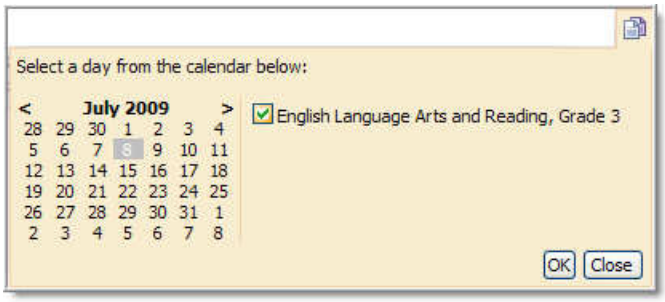


Copy Lesson Plan

This button copies the day's entry to another day.

Select the target date in the calendar. Check the course(s) to copy the lesson into. You can only copy to like courses.

The lesson content, learning standards and attachments will now be in the target lesson.

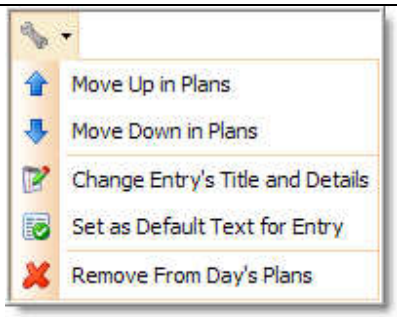


Note: To copy a single lesson, there must already be a lesson structure (schedule) in the target date. So, if you plan to copy a lesson from Monday to Tuesday, click on Tuesday in the calendar and make sure that the lesson entry exists.

Add Lesson to my Activities

This option will copy the entry to the list of activities in the "My Activities" Tab. Teachers have the option of submitting this activity to curriculum administrators to then publish to the resources in the curriculum pane.

Lesson Options



Set as Default Text for Entry: To edit the template text for an entry, create the new template in the editor. Then select "Set as Default Text." For every new day in your planner, the new template will appear only for that entry.

Remove from Day's Plans: Remove this entry only from the day's lesson plans, not the schedule itself.

Break Mirror from Course To edit a mirrored course for the day, click this option. Once the mirror has been broken for a day, it will not copy anymore from the original course.

Add Attachment Browse for and attach documents (.doc, .pdf, .xls, etc.) to the lesson plan.

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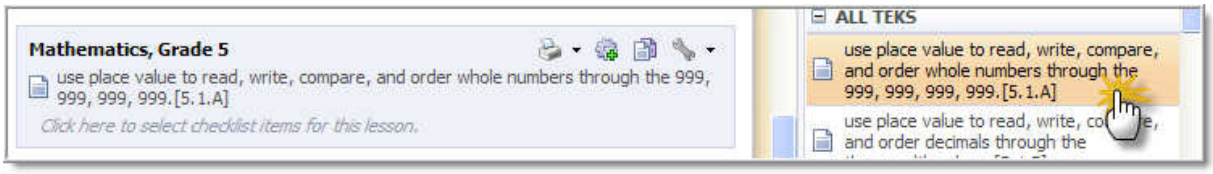
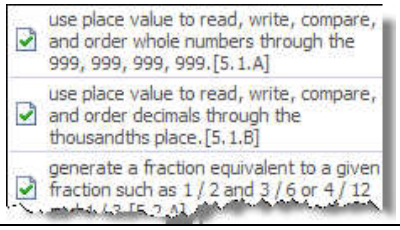
Working with Learning Standards

The Curriculum Pane on the far right of the page displays district curriculum. Use the plus and minus buttons to expand and collapse different groups within the curriculum. Double-click on a standard to add it to your lesson plans.

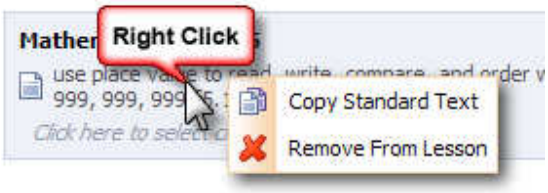

Mathematics, Grade 5
use place value to read, write, compare, and order whole numbers through the 999, 999, 999.[5.1.A]
Click here to select checklist items for this lesson.
ALL TEKS
use place value to read, write, compare, and order whole numbers through the 999, 999, 999, 999.[5.1.A]
use place value to read, write, compare, and order decimals through the

When a learning standard is added to your lesson and the lesson is saved, the standard appears with a green check.


use place value to read, write, compare, and order whole numbers through the 999, 999, 999, 999.[5.1.A]
use place value to read, write, compare, and order decimals through the thousandths place.[5.1.B]
generate a fraction equivalent to a given fraction such as 1 / 2 and 3 / 6 or 4 / 12

Remove Standard from Lesson

Right-click on the standard to remove it from the lesson or copy the standard text.



Selecting a standard will show details in the bottom-right corner.

Resources — Single-click to preview. Double-click to view entire resource. The resource/activity can then be printed or added to the lesson planner by clicking, "Use in Plans." The resource will append the current lesson plan entry, but it won't replace any text already in the entry.

TEKS/TAKS — This tab displays associated TEKS (Knowledge and Skills statement and Student Expectation), TAKS objective and Knowledge and Skill for selected standard.

Performance — For Aware Customers only: This shows a comparison graph of student performance on the most recent TAKS and/or Benchmark test.

History — This tab displays all dates the standard has been used in lesson plans during the current school year.

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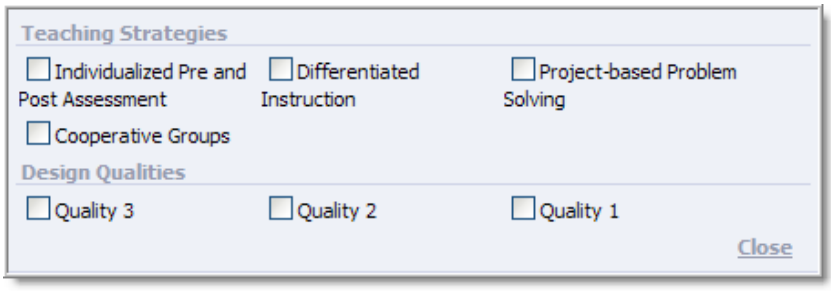
Checklists

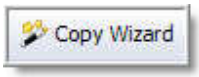
If enabled by the district, checklists will be available for every entry in a schedule. Simply check the item(s) in the checklist to note if you utilized them during the lesson of that day. These results can be tabulated for principals and district personnel.



Advanced Features

Copying Lesson Plans

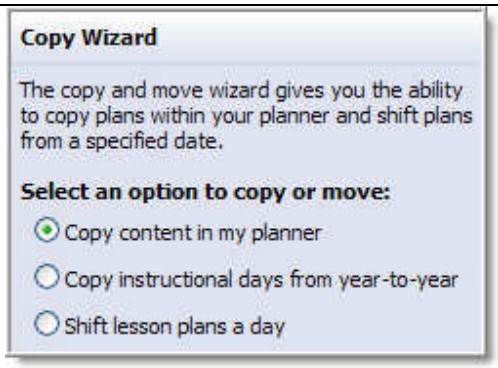
The Forethought lesson planner gives you the flexibility to copy individual lessons, a day's lesson plans or even an entire week.



Plans must be in Week View to see the Copy Wizard.

Copy Wizard Options

- Copy Content
- Copy instructional days from year to year
- Shift lesson plans a day


Copy Wizard
The copy and move wizard gives you the ability to copy plans within your planner and shift plans from a specified date.
Select an option to copy or move:
Copy content in my planner
Copy instructional days from year-to-year
Shift lesson plans a day

Copy Content

1. Choose to copy content for an entire day or week.
2. Select the day or week to be copied
3. Select the destination day or week to copy content.
4. Confirm your selections and click Finish.

Notes regarding copying:

- *If no lesson structure exists for that date, the first schedule in your list will be used.*
- *Lessons of the same course will be copied in the order they appear in the target date. Additional plans will not be automatically entered. For example, if you have two U.S. History plans in the source planner and only one in the target date, only the first will be copied. The second will not be added.*
- *Content will be added to any existing lessons (appended) that exist in the target dates or weeks.*
- *There is no "undo" when you copy lessons.*

Copy Instructional Days from year to year

We strongly recommend that you do NOT copy the entire year. There is no undo option! It is best to copy a couple weeks at a time by limiting the copy down to 10 to 15 instructional days.

Shift Lesson Plans a Day

For occasions such as an inclement weather day or an unexpected event, lesson plans can be shifted ahead one day. Shifting lesson plans will move all content up one day from the day selected to the end of the instructional year.

Note: If any content on the last day of the instructional year exists, it will be removed.

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Shared Lesson Plans

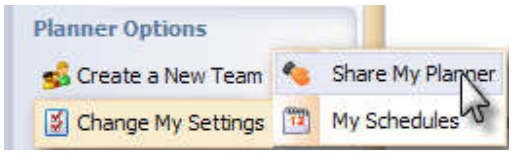
Teachers can share lesson plans with other staff members in their school and district.

Items to consider:

- You can view and print a shared planner. In addition, you can copy lesson entries from a shared planner to your own planner. You cannot edit a shared planner.
- Selecting staff members to view your planner does not automatically give you access to view their lesson planner. Both staff members have to share.
- Principals already have access to your planner; you do not have to share with them.

Sharing your Planner

1. Change My Settings
2. Share My Planner
3. Add or Remove a Teacher



Team Lesson Planners

Team Planners allow you to plan with your peers in your school or across the district. Options for team organizations include:

- Grade Level Team - This type of team is most appropriate for elementary and intermediate teachers where each teacher in a grade level might plan for a subject and all teachers in the team pull content from the team. This may even be appropriate for cross-campus grade levels.
- Subject Area Team - A team based on a subject area is most appropriate for junior high and high school teachers. An example might include creating a "High School Math" team that covers all math subjects. You do not have to teach all subjects on a team to participate in the team. You can pull content from only the subjects you teach.
- Curriculum Map Team - This type of team is appropriate for setting up a curriculum map for reference. This does not include detailed plans but rather a general outline of the district curriculum to follow.

Items to Consider

- Teams can be created by any teacher and only one member needs to create the team planner.
- Teams are collaborative and there is no "Team Leader."
- Team members can be added and removed by any member of the team.
- Once the last team member is removed, the team is removed from the system and all team content is erased!
- Principals can view all team information and content.

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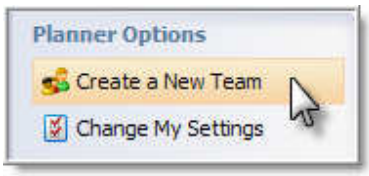
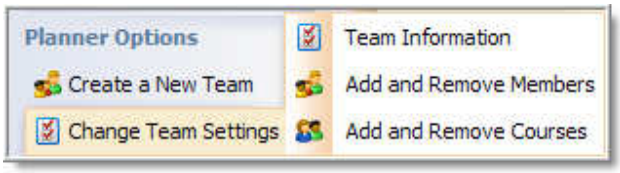
Create a New Team

1. Give the team name a detailed and distinctive name.
2. Add Members
3. Add Course(s). You cannot edit the name of a course in a team planner.



Note: Once the last team member is removed, the team is removed from the system and all team content is erased.

When a team planner is selected under "My Lesson Plans," additional setting options appear in the bottom left corner.



Adding content to a Team Planner

1. Select the entry and use the "Check out and edit" icon to check it out. (Shown above)
2. The lesson becomes editable to add learning standards, attachments, etc.
3. Do not forget to save.

Note: If two team members check out the team planner entry at the same time, the last one to save wins! Be careful!

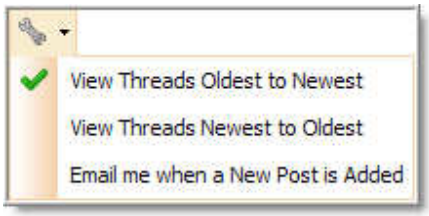
Copying from the team planner

Follow the same directions as copying an entry in your own planner.

Discussion Board

Team planners include a discussion board for all members and principals with access to the team planner.

Post new threads and reply as needed. Note the option to email when a new post is added.



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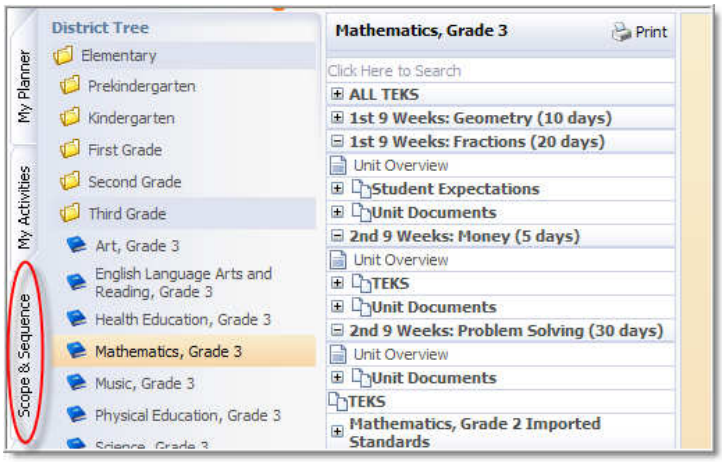
Scope and Sequence Tab

All teachers have a Scope and Sequence Tab. The tab includes a course tree to view all levels of curriculum.

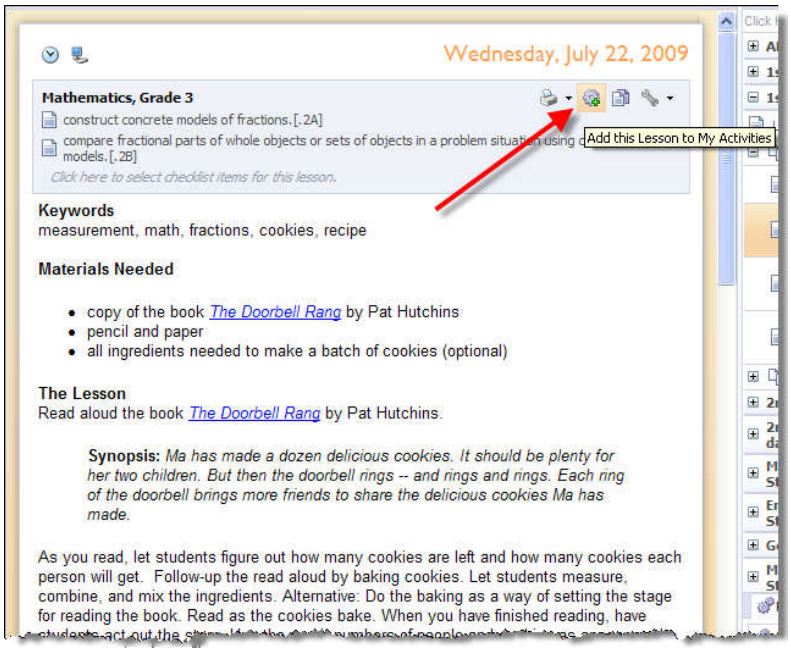


My Activities Tab

All teachers have a "My Activities" Tab. Activities can be created in a lesson plan entry or in the "My Activities" tab. After editing, teachers can publish to the district scope and sequence (after approval from district curriculum managers). The purpose of publishing activities is to create a richer scope and sequence complete with lesson plans created by teachers.

Create an Activity from a Lesson Plan

1. Write lesson in entry for any day
2. Click gear icon (Add this Lesson to My Activities)
3. Click OK on the acceptance pop-up
4. Go to My Activities Tab to edit the activity


Wednesday, July 22, 2009
Mathematics, Grade 3
construct concrete models of fractions.[.2A]
compare fractional parts of whole objects or sets of objects in a problem situation using
models.[.2B]
Add this Lesson to My Activities
Click here to select checklist items for this lesson.
Keywords
measurement, math, fractions, cookies, recipe
Materials Needed
copy of the book The Doorbell Rang by Pat Hutchins
pencil and paper
all ingredients needed to make a batch of cookies (optional)
The Lesson
Read aloud the book The Doorbell Rang by Pat Hutchins.
Synopsis: Ma has made a dozen delicious cookies. It should be plenty for her two children. But then the doorbell rings -- and rings and rings. Each ring of the doorbell brings more friends to share the delicious cookies Ma has made.
As you read, let students figure out how many cookies are left and how many cookies each person will get. Follow-up the read aloud by baking cookies. Let students measure, combine, and mix the ingredients. Alternative: Do the baking as a way of setting the stage for reading the book. Read as the cookies bake. When you have finished reading, have

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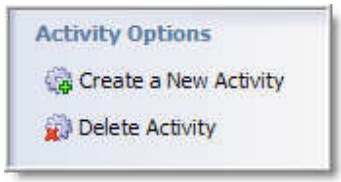
My Activities Tab > Select activity to edit

Don't forget to Save

Click **Publish** when ready to send to district scope and sequence. The activity may be automatically published or must be approved first by a curriculum manager.

Activities can be created and deleted directly from My Activities tab.



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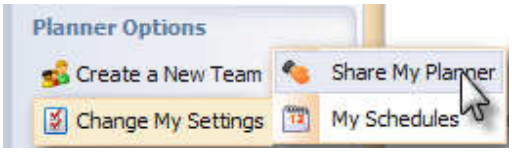
Creating Tests in Forethought – Aware Customers Only

For schools who have both SchoolObjects:forethought and aware, this is a quick-entry, scoring tool to create multiple-choice tests for your students. The answer documents can be scanned the same way as CBA's and Short-Cycle Assessments and answers can be viewed electronically. However, the data will NOT be analyzed in Aware.

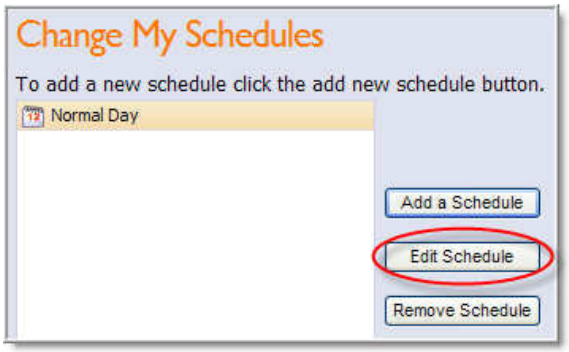
Editing Schedules

Link Lesson Plans to Courses/Class Rosters	This step may already be completed. If so, move ahead to the "Creating a Test" section. If not, this is a one-time process, and it will link the lesson plan schedule to class rosters in order to print answer documents.

1. In Forethought, select **Change My Settings**
2. Click **My Schedules**

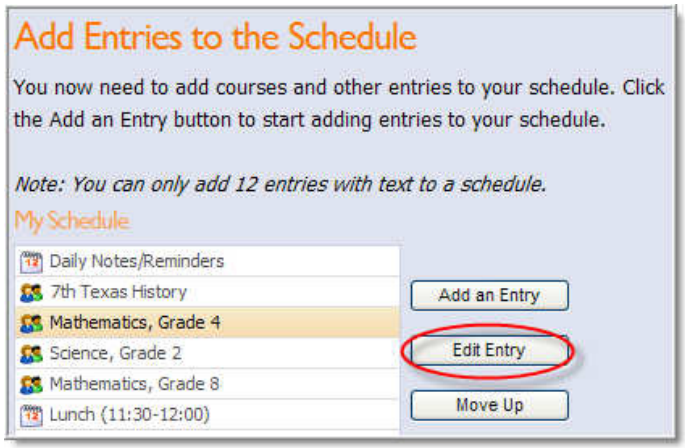


3. Select the schedule to edit then click **Edit Schedule**
4. Select **Next** on the following screen



5. Select a course with learning standards entry and then click **Edit Entry**

Note: Special Entries will not have connections to class rosters.


Add Entries to the Schedule
You now need to add courses and other entries to your schedule. Click the Add an Entry button to start adding entries to your schedule.
Note: You can only add 12 entries with text to a schedule.
My Schedule
Daily Notes/Reminders
7th Texas History
Mathematics, Grade 4
Science, Grade 2
Mathematics, Grade 8
Lunch (11:30-12:00)
Add an Entry
Edit Entry
Move Up

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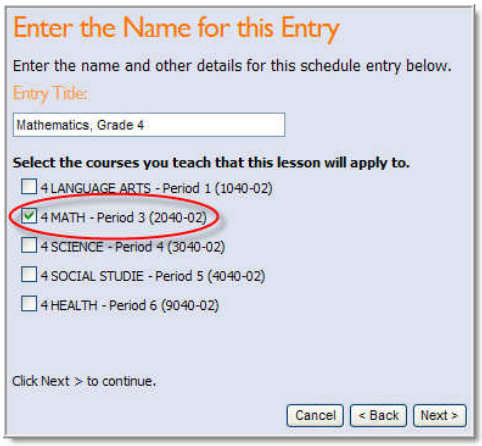
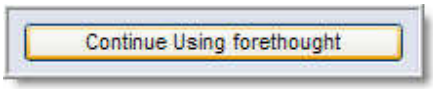
6. Check the checkbox of the course that corresponds to the entry.

More than one roster course can be selected.


Enter the Name for this Entry
Enter the name and other details for this schedule entry below.
Entry Title:
Mathematics, Grade 4
Select the courses you teach that this lesson will apply to.
4 LANGUAGE ARTS - Period 1 (1040-02)
4 MATH - Period 3 (2040-02)
4 SCIENCE - Period 4 (3040-02)
4 SOCIAL STUDIE - Period 5 (4040-02)
4 HEALTH - Period 6 (9040-02)
Click Next > to continue.
Cancel
< Back
Next >

---

7. Repeat this process for each entry in the schedule. When finished, click "**Next**," "**Next**," and "**Continue Using forethought**" to get back to the lesson planner.



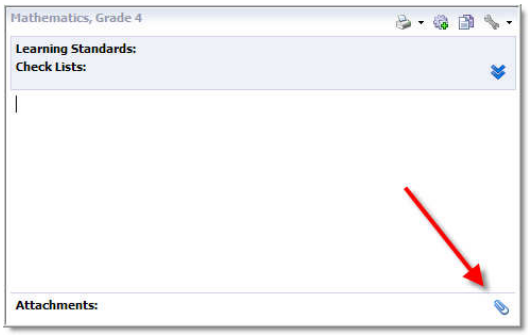
Creating a Test

BEFORE YOU MOVE FORWARD…

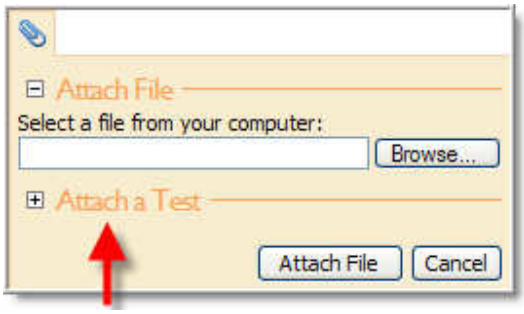
#1 - Did you link your courses to your schedule?
#2 - Any day that was activated (bold) prior to linking your courses will not have the "Attach a Test" option. You MUST click on a new day to have the ability to create a test. For any future day, this option will continue to appear.

---

1. Within an entry on the lesson planner, click on the paper clip to add an attachment.



2. Click on the plus next to **Attach a Test**



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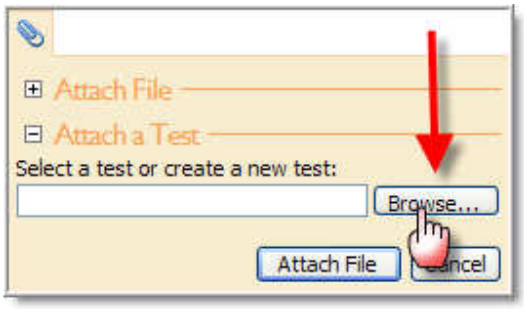
3. To create a new test, click on the "**Browse**" button.



---

4. In the pop-up window, select "**New Test**." You can also choose an existing test from this screen.

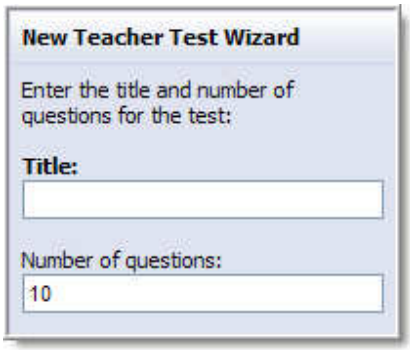
New Teacher Test Wizard

Enter the title and number of questions for the test. Click "**Next**."

Select the correct answer choices for the questions.

Click "**Finish**."

Note: This information can be changed at a later time before printing answer documents.



If you already have test questions, you can simply create an answer key (above), and bubble answer sheets can be printed for each student.

OR

If you want to create a test and include the questions, use the following steps to write multiple-choice questions.

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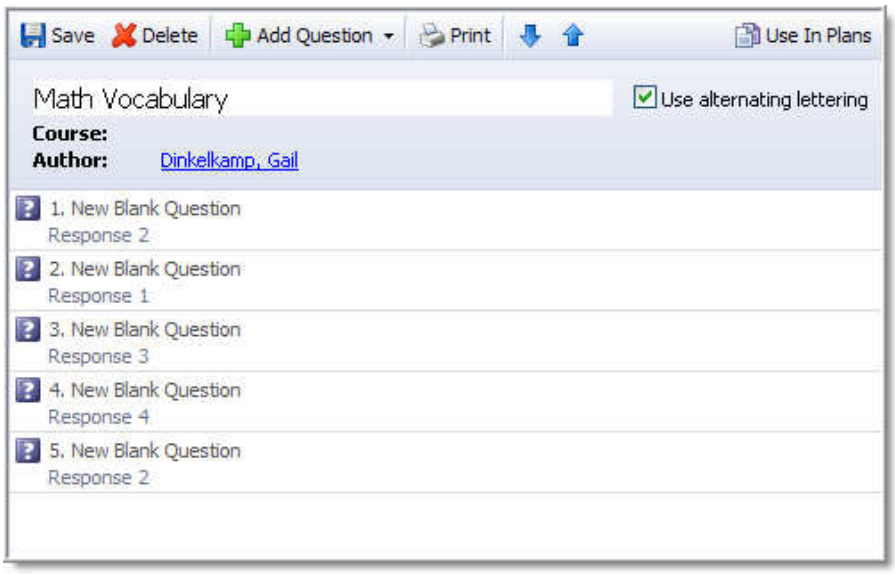
Toolbar Features



Delete – deletes the entire test

Add Question – adds a multiple-choice question to the test

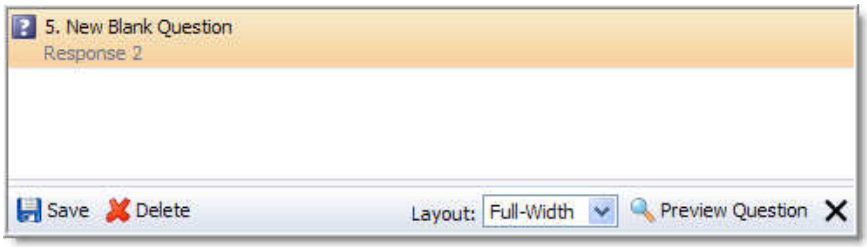
Print – prints the actual test document with questions

Arrow – moves questions up or down

Use In Plans –moves the test into the selected lesson plan as an attachment once the test is complete

Use alternating lettering – uncheck to keep all answer choices ABCD, ABCD, etc.

To edit a blank question, select the question and a new interface will appear below.



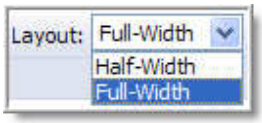
Save – saves selected question

Delete – deletes selected question

Layout

Full-Width – (default) prints questions across the entire page

Half-Width – prints each question on only half of the page (2 columns on a sheet)



Preview Question – shows the question with its answer choices

Black X – closes this question

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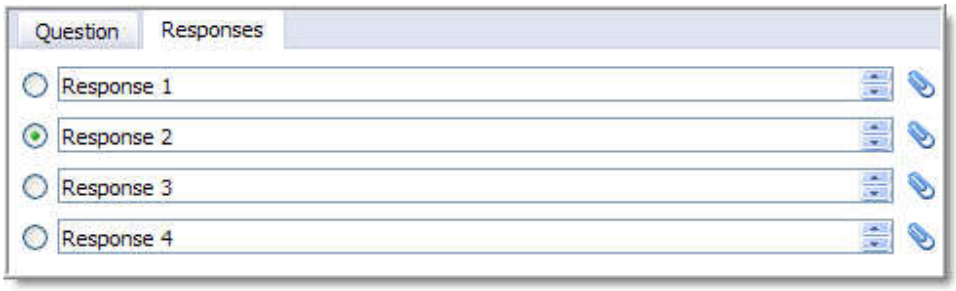
Question Tab – text box to type the question

Attach Image – uploads a digital image for this question (i.e. map, graph, reading passage in pdf form, etc.)

Response Tab – text boxes to enter the response choices

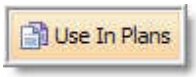
Note: Mark the correct answer by selecting the radio button.



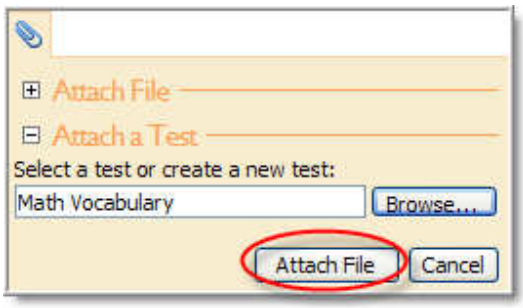
Attachment – uploads a digital image for each response (i.e. graph, image, etc.)

Note: These images will be printed on the test

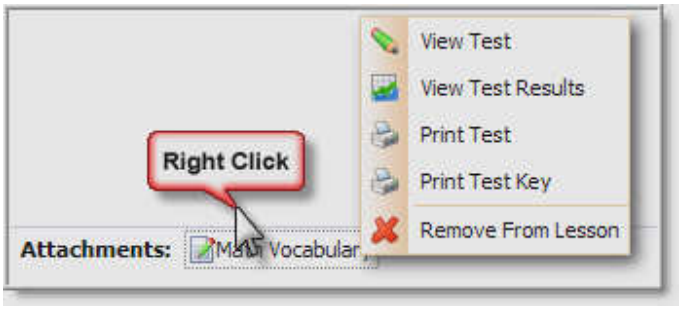
Once complete, select the "**Use In Plans**" option. This will add the test as an attachment in the lesson plan.



Make sure to click "**Attach File**."



Once in the lesson plan, *Right Click* on the test file for more options.



View Test – opens an editing window to see all questions and responses

View Test Results – shows results once the tests have been scanned

Print Test –prints the test document with questions

Print Test Key – prints answer key

Remove From Lesson – removes the test from the lesson plan

Note: This does not delete the test from your test bank.

eduphoria!

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To Print Answer Documents for each student, either

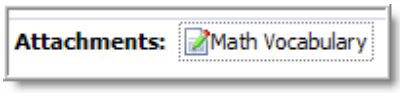
1) *Double Click* on the test file

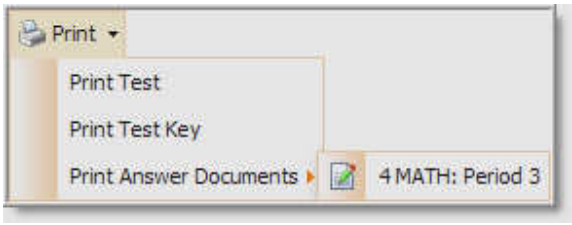
   OR

2) *Right Click* on the test file and select "**View Test**"

   THEN

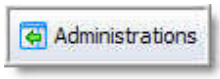
"Print" & **"Print Answer Documents"**

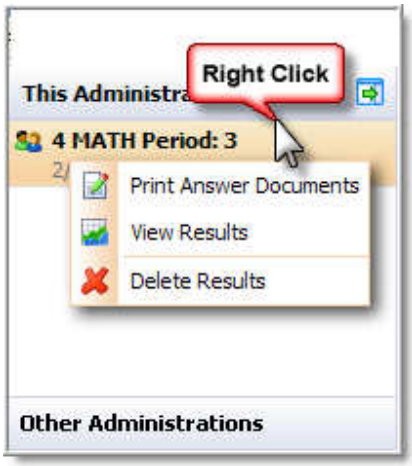




The Answer Documents will print with barcodes and student names. After the test has been taken, these documents can be scanned like any other district or campus assessment. Results are available immediately after scanning.

In the window to edit the test, click on the "**Administrations**" button. *Right Click* on a test title for additional options.





Print Answer Documents – prints documents with barcodes and student names that can be scanned

View Results – see below

Delete Results – removes results from the view

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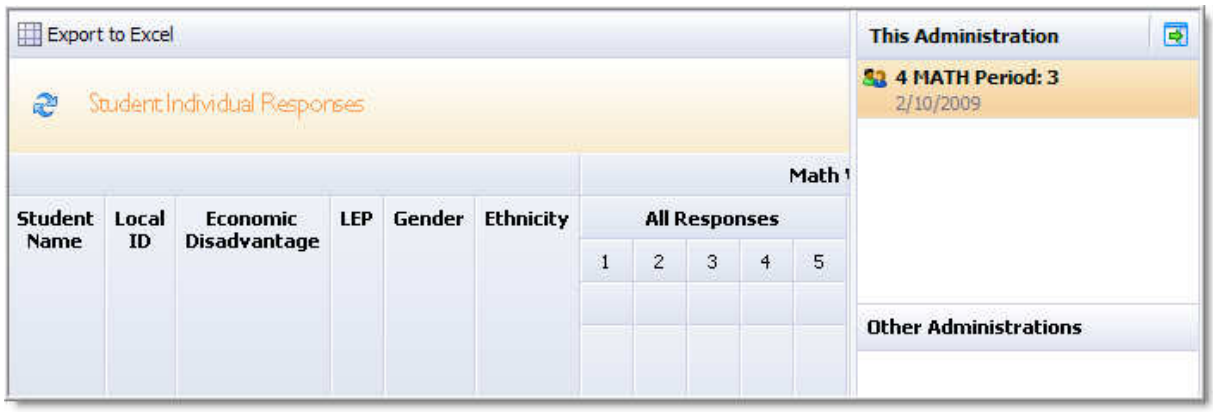
View Results

Students' results and data will appear in a chart.

Export to Excel – transfers data to a spreadsheet



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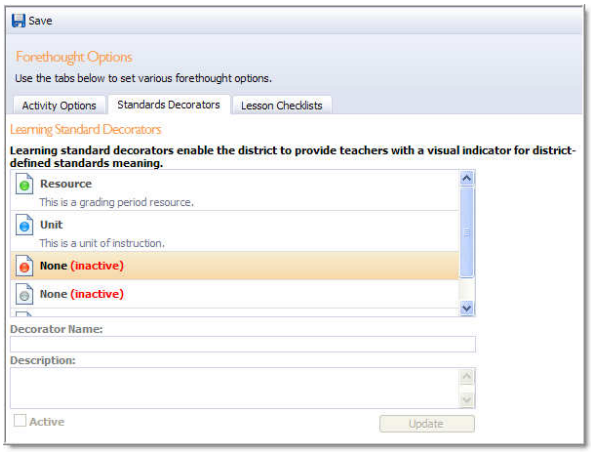
Standard Decorators

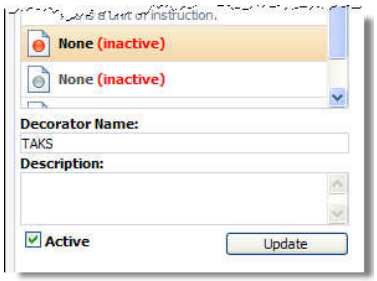
Learning standard decorators enable the district to provide teachers with a visual indicator for district-defined standards meaning. There are five different color options and any or all can be enabled.

Manage Tab >
Forethought Options >
Standard Decorators



Activate Decorator

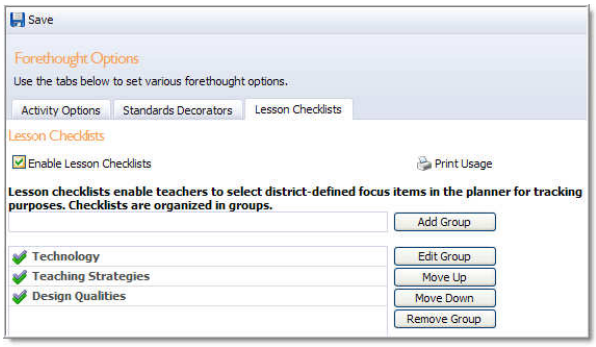
1. Select a standard decorator
2. Check the Active checkbox
3. Give a name and description (optional)
4. Click Update



Lesson Checklists

Lesson checklists enable teachers to select district-defined focus items in the planner for tracking purposes. Checklists are organized into groups and are available for all teachers to track usage for every lesson plan entry.

Manage Tab >
Forethought Options >
Lesson Checklists



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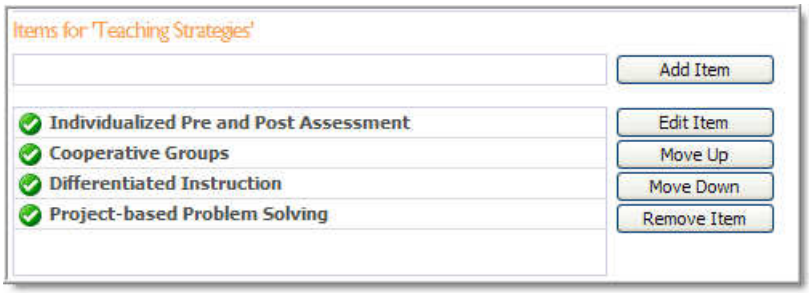
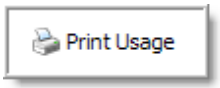
Create a Checklist

1. Type a group title into the blank box.
2. Click Add Group
3. A new section below will appear
4. Type the first item in the box
5. Click Add Item
6. Continue for all items
7. Select an item to edit, move up, move down, or remove
8. Don't forget to SAVE
9. Create additional checklist groups as needed



Checklist Usage

Print Usage report or see Reports Tab.

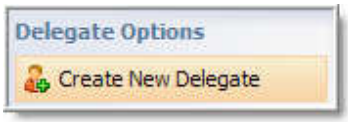


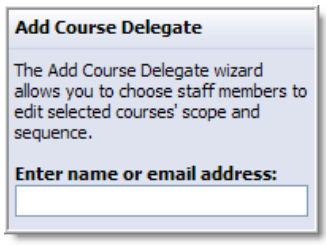
Assigning Delegates

Assigning delegates allows curriculum managers to choose staff members to edit selected courses' scope and sequences.

---

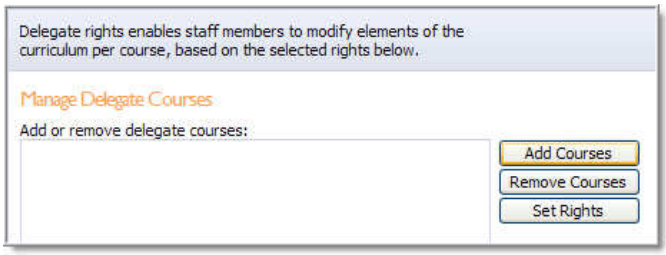
1. Create New Delegate
2. Complete the wizard entering the name or email of the delegate
3. If more than one user exists, choose the correct user.

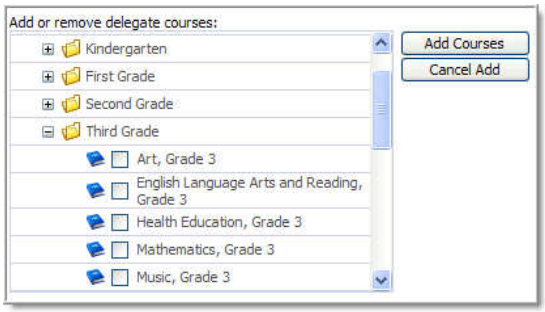


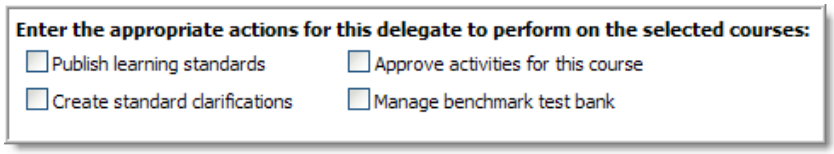

Add Course Delegate
The Add Course Delegate wizard allows you to choose staff members to edit selected courses' scope and sequence.
Enter name or email address:

---

1. Select the delegate's name
2. Click Add Courses
3. Using the course tree, check the courses the delegate needs to have rights to edit. You can select more than one course at this step.
4. Click Add Courses
5. Check the boxes for each course
6. Click Set Rights
7. Check rights for delegate as needed
8. Remove courses as needed also


Delegate rights enables staff members to modify elements of the curriculum per course, based on the selected rights below.
Manage Delegate Courses
Add or remove delegate courses:
Add Courses
Remove Courses
Set Rights




Enter the appropriate actions for this delegate to perform on the selected courses:
Publish learning standards
Approve activities for this course
Create standard clarifications
Manage benchmark test bank

Use the Remove Delegate option to remove the staff member from editing courses.

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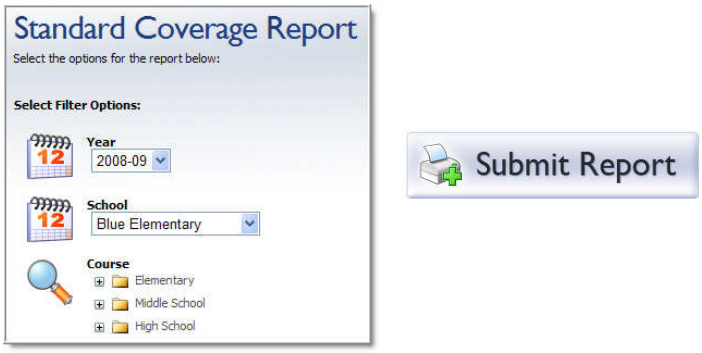
Reports

Standard Coverage

This Report will show the teacher's name and dates the standards were used in a lesson plan for a particular course.

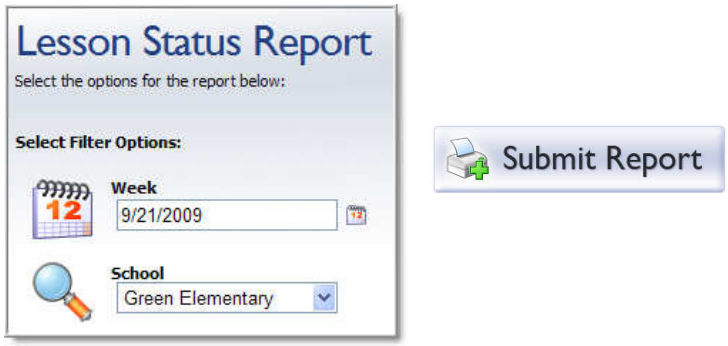
This report is available for Curriculum Managers to view standard coverage for all schools in the district. This report is available for Principals and Lesson Plan Viewers to view standard coverage for their schools.



Lesson Status Report

This Report shows if teachers have created lesson plans for a week. It really only shows if they clicked on it. Don't be fooled by the green checks.

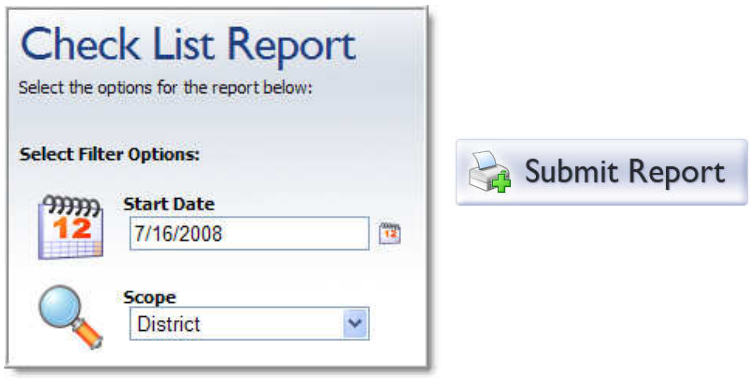
This report is available for Curriculum Managers to view lesson status for all schools in the district. This report is available for Principals and Lesson Plan Viewers to view lesson status for their schools.



Checklist Report

This report shows how many times a teacher has checked an item in all of the checklists (including technology). It will give a total number for the district or school.

This report is available for Curriculum Managers to view checklist coverage for all schools in the district. This report is available for Principals and Lesson Plan Viewers to view checklist coverage for their schools.



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